

# Job Pack

**NASCA Program Lead**  
**Kempsey- NASCA Young Women's Academy**



**Acknowledgement of Country:** NASCA acknowledges and pays respect to the Traditional Owners and Custodians of country throughout Australia. We honour and respect the cultural heritage, customs and beliefs of all Aboriginal and Torres Strait Islander people. We recognise that Aboriginal and Torres Strait Islander peoples have spiritual social and cultural connections with their traditional lands and waters. We would like to express our sincerest gratitude to the communities on whose land NASCA works.



# About NASCA

**Founded in 1995, NASCA is proudly 100% Indigenous-led.**

We empower young Aboriginal and Torres Strait Islander people to be proud, strong and successful.

We support student education and wellbeing through connection to culture and community. Our role models deliver programs that engage young people through culture, sports and arts to inspire growth, achievement and success.

## **Our Vision**

A proud, prosperous, healthy Australia, where Aboriginal and Torres Strait Islander young people thrive.



**INTEGRITY** - NASCA operates an ethical, legal, accountable, diligent and transparent organisation.



**EXCELLENCE** - NASCA strives for the highest achievement in all aspects of our work, across our individual and community action.



**TRUST** - NASCA's value of trust is realised in our openness and honest approach, creating positive relationships with our young people, communities, partners and funders.



**CULTURAL PRIDE & INCLUSION** - Pride in our Aboriginality permeates throughout our work, informing our programs and activities and inspiring our young people to strengthen and enhance their cultural identities.



**COLLABORATION** - NASCA values the contributions made by community organisations, individuals and professionals to realise positive social change for Aboriginal and Torres Strait Islander young people.

# Position Overview

The objective of the Program Lead role is to work with students enrolled in the NASCA Academies to improve school attendance and ultimately school performance, develop career pathways and work-ready skills, and strengthen cultural pride and identity through life skills, personal development and long-term resilience.

<b>Position Title</b>	Program Lead
<b>Reports To</b>	Eastern Regional Program Manager
<b>Location</b>	Kempsey, NSW
<b>Employment Status</b>	Full Time
<b>Remuneration</b>	Specific salary to be negotiated based on qualifications and experience, plus superannuation and optional salary packaging benefits.
<b>Allowances and other Benefits</b>	35 hour working week; 4 weeks total leave per year; Employee Assistance Program; Training & Development Allowance; 1 day of cultural or ceremonial leave per year.

# Position Overview cont.

## A Program Lead:

- Mentors and supports First Nation students aged between 12-18yrs, including facilitating and presenting workshops, and providing in-class tutoring and outside class assistance.
- Supports students through cultural and physical education activities, life skills and school engagement activities, excursions and community engagement.
- Works in a team within schools, and from time to time works weekends and overnight to run residential programs and camps.
- Reports to and is supported by a local Team Leader

## Must haves:

- Qualifications or experience in one of the following disciplines: teaching, social sciences, youth and community services, Indigenous studies, coaching, or health.
- Drivers Licence.
- Working with Children and AFP clearances.
- Understanding of issues facing young Aboriginal and Torres Strait Islander people.

## Typical day:

- Providing in-class support to students to support their learning.
- Facilitating a hands on and engaging 1hr workshop for students based on the NASCA values.
- Liaising with School staff on a student-specific need.
- Chatting with a community members to coordinate an upcoming cultural event.
- Brainstorming with program co-workers to come up with new ideas for making program activities better.
- Taking appropriate photos for social media.
- Collecting attendance data about student outcomes for reporting and to improve the program delivery.

## Primary purpose of the role:

- Deliver NASCA programs in schools including program planning, coordination and implementation.
- Maintain meaningful relationships with students, community members and the school.
- Undertake, as required, daily bus pickups and drops off.
- Provide mentoring and assessment support such as in Class and outside class academic Support, eg. 1 to 1 tutoring/mentoring.
- Provide NASCA Life Skills and School Engagement activities, eg. cooking, creative arts, leadership, CV creation, goal setting, job-ready skills.
- Provide, as required, a healthy breakfast program to NASCA students.
- Organise physical education activities that include Traditional Indigenous Games.
- Organise after school and weekend activities and excursions.
- Facilitate community activities, eg. fostering opportunities for cultural exchange between community, NASCA and school.
- Create Personalised Learning Pathway Plans for NASCA students.
- Other duties are required.

## Desired skills and experience:

- Facilitation skills, presenting or working with children and young people.
- Stakeholder engagement and relationship management.
- Experience with engaging with Aboriginal and Torres Strait Islander communities and organisations.
- Excellent interpersonal and communication skills.
- Excellent organisation and effective time management, able to manage competing priorities.
- Proactivity with a high degree of autonomy and initiative.
- Qualifications in one of these areas: teaching, social sciences, Indigenous studies, coaching, youth and community services, or health.



# How to Apply

Applications are reviewed upon submission.



Submit a completed application via email to [jobs@nasca.org.au](mailto:jobs@nasca.org.au)  
You will need to send **the items listed below** to be considered:

1. **Resume** - including relevant experience to make it easier for us to work out how your experience matches what we're looking for. Please include references and your contact details.
2. **Cover Letter** - tell us about you, why you want to work at NASCA and what key attributes, skills and experience you would bring to the role of NASCA Team Leader with reference to the roles essential criteria. Share your story.

**For more information:** contact the NASCA team on 02 8399 3071 or via [jobs@nasca.org.au](mailto:jobs@nasca.org.au)



# Thank you

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