NASCA

NASCA Young Women's Academy Operations Coordinator

2024

NASCA
CULTURE EDUCATION COMMUNITY

Our Vision

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

We empower Aboriginal & Torres Strait Islander young people to:

- Strengthen cultural pride and identity
- Improve social and emotional well-being
- Improve school attendance, performance and attainment
- Develop specific career pathways and work ready skills
- Build life-skills, personal development and long term resilience

In 2025: NASCA had over 92% graduation rate, compared to NSW average of 43%

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Who we are

- NASCA is a 100% Indigenous governed and led organisation with 95% of program staff identifying as Indigenous.
- Established in 1995 we have supported over 19,000 young people.
- In 2025, we supported over 2000 young people.
- We work across New South Wales with 21 Young Women's Academies, one Young Men's Academy, five Co-Ed Academies and in nine remote communities across the Northern Territory.

What we do

- We connect our young people to **CULTURE**, to build a sense of belonging, and increase self-esteem which leads to improved social and emotional well-being.
- We support young people in their **EDUCATION**, mentoring and helping them to build pathways for future educational and employment opportunities.
- We are by **COMMUNITY**, for Community. Our staff have the lived experience and shared cultural knowledge to provide the right support to the young people they work with.

Our unique approach means our young people experience better outcomes in:

- Connection to Culture
- Wellbeing
- Education and employment

[NASCA: Culture, Education, Community]

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Position Overview

This is an identified position, open to Aboriginal and Torres Strait Islander applicants only, pursuant to the exemption under Section 126 of the Anti-Discrimination Act 1977 (NSW).

The Operations Coordinator is a hands-on role at the heart of NASCA's operations. This is an ideal opportunity for someone who is eager to learn, thrives in a varied environment, and pays attention to the details. You don't need years of experience; you just need drive and a genuine desire to keep things running smoothly. From coordinating compliance records and managing fleet logistics to providing IT support and processing accounts payable, you'll play a vital role in enabling NASCA's teams to focus on what matters most, our students.

Position	Operations Coordinator
Reports to	Operations and Compliance Manager
Location	Redfern
Employment Status	Full-time
Remuneration	Salary base $65,000 plus superannuation and optional salary packaging benefits.
Allowances and Other Benefits	• Competitive Base salary + NFP salary packaging (package up to $15,900 tax free) plus meals and entertainment benefit (up to $2,650) + Remote Area Benefit for eligible staff (Remote Area Benefit) • Employee Assistance Program - Independent confidential counselling service; • Growth and Development budget • Wellbeing assistance and tools to take care of your mental and physical wellbeing so you can do your best work • 6 weeks paid parental leave (minimum tenure applies) • 4 weeks of annual leave plus the potential of up to 21 additional days of AL • 1 day of cultural or ceremonial leave per year

Position Overview cont’d

General Operational & Administrative Support

- Maintain the asset registry by tracking and updating records of all assets
- Coordinate apparel ordering, distribution, and stocktakes
- Manage post coordination for the Redfern office
- Maintain up-to-date records of all platforms and software
- Provide first-level IT support to all staff
- Provide general administrative support to the Operations team as required

Compliance Record Keeping

- Maintain, update, and track compliance records including probity checks, First Aid, and Mental Health First Aid (MHFA) as directed
- Ensure all compliance records are accurately maintained and up-to-date

Accounts Payable & Finance Support

- Assist with accounts payable processes, including invoice processing and payments
- Maintain accurate financial records

Travel & Fleet Management

- Coordinate travel arrangements for all staff, ensuring cost-effectiveness
- Support Hertz bus management, including scheduling and monthly logbook reporting
- Assist with NASCA's car fleet usage processes, maintenance schedules, and vehicle allocation

Facilities Support

- Support facilities management across Dubbo and Redfern offices to ensure safe work environments
- Coordinate office supplies, general administrative support, and relationships with facility service providers
- Support maintenance and upkeep of all facilities to ensure good working condition and safety standards

You might be the right fit if you:

- Are someone who gets things done — you follow through, you problem-solve, and you don't wait to be told twice.
- Take pride in getting the details right and keeping things organised.
- Are comfortable picking up new systems and technology quickly.
- Communicate clearly and work well with people across different teams and locations.
- Bring a positive attitude and are motivated by being part of something meaningful.

Typical Day

- Checking in on compliance records first thing- reviewing upcoming renewals for things like Working with Children Checks, First Aid, or MHFA across the organisation's footprint and actioning anything due.
- Processing invoices and following up on any accounts payable queries with the Operations & Compliance Manager.
- Responding to a few IT support requests from staff- helping someone reset access, troubleshoot a device, or get set up on a new platform.
- Chasing up a bus logbook return from a Team Leader and updating the monthly fleet report.
- Setting up tech assets for a new starter.
- Jumping into the asset registry to update records following a new device allocation during onboarding.

No two days look exactly the same and that's what makes this role interesting.

Must haves:

- **Identified position:** This role is open to Aboriginal and Torres Strait Islander applicants only, pursuant to the exemption under Section 126 of the Anti-Discrimination Act 1977 (NSW).
- A genuine commitment to cultural safety and lived understanding of Aboriginal and Torres Strait Islander peoples, cultures, and communities.
- Working with Children Check and AFP clearance (or willingness to obtain).
- A level of technology competency and confidence with digital tools.
- Good written and verbal communication skills.

Essential Criteria

Please write your responses in a separate document and attach it with your application.

Please ensure you **respond to all of the essential criteria listed below.** Your answers must address each point clearly and follow the word limits provided for each question. Applications that do not respond to these criteria may not be considered.

Drive and Initiative (Max 150 words):

1. This role suits someone who is motivated to learn and grow. Tell us about a time you took initiative to solve a problem or improve a process — at work, in study, in a volunteer role, or in any other setting. What did you do, and what was the outcome?

Organisation and Attention to Detail (Max 150 words):

2. Describe a situation where you had to manage multiple tasks or responsibilities at the same time. How did you stay organised, prioritise your work, and make sure nothing fell through the cracks?

Finance or Administrative Experience (max 150 words):

3. Describe any experience you have with administrative or financial tasks such as processing invoices, managing records, or supporting reporting processes. This could be from work, study, or a volunteer role. If you have limited experience in this area, tell us about your interest in developing these skills.

Communication & Teamwork (max 150 words):

4. Give an example of a time you worked as part of a team or supported others to get a shared outcome. What was your role, and how did you make sure communication was effective?

Culture & Values (Max 200 words):

5. NASCA is a 100% Indigenous governed and led organisation. Describe your understanding of and commitment to cultural safety, and your experience working with or in support of Aboriginal and Torres Strait Islander peoples, communities, or organisations. How do you bring cultural awareness into your day to day ?

How to Apply

Please create an Employment Hero profile and submit your Resume and Essential Criteria Responses

You will need to submit **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. **Essential Criteria Responses:** To proceed directly to a panel interview, please respond to all our essential criteria listed in page 7. Please ensure you:
   - Answer each question clearly
   - Stay within the specified word limit
   - Submit your responses as a separate document (PDF format), attached with your application

   Please note that incomplete applications that do not address the selection criteria for the position will not be considered.

3. Navigate to NASCA's Career Page (nasca.org.au/careers). Select the role and click **Apply Now**
4. **Submit** your CV and Essential Criteria Responses via your Employment Hero profile.

For more information: contact the NASCA team on 02 8399 3071 or via jobs@nasca.org.au

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NASCA VALUES

- Cultural Pride & Inclusion
- Collaboration
- Excellence
- Integrity
- Trust