

JOB PACK



EVENTS & ENGAGEMENT
LEAD



INTRODUCTION

NASCA, which began in 1995, has had a lot to celebrate lately. We're a reshaped organisation that is on the rise. We serve over 33 communities in WA, NSW and the NT, empowering over 2,000 First Nation young people to reach their full potential.

We are growing, offering room for an **EVENTS & ENGAGEMENT LEAD** to join our team.

NASCA, a leading youth development organisation – offers you the opportunity to make a difference in the lives of Aboriginal and Torres Strait Islander kids. You'll be immersed in diverse projects that keep you challenged every day, and surrounded by teammates who share your values and dedication. You'll collaborate with a multi-disciplinary team to engage, mentor and inspire kids.

If you're a motivated team player, eager to make an impact within NASCA and the Australian community, join us!

CLOSING DATE 13TH APRIL, 2021.

YOU WILL

- Plan and promote NASCA events and activities
- Facilitate young people's involvement in NASCA events and activities
- Ensure that all activities and events reflect NASCA's brand and its unique value proposition
- Contribute to NASCA external audience communications
- Input into NASCA reporting and program analysis
- Build quality relationships with key stakeholders including young people, donors, clients and NASCA team members

WE WILL PROVIDE

- Salary package market equivalent is equivalent to \$90k (including Superannuation and Salary Sacrificing Option)
- 35hr working week
- 4 weeks total leave per year, and leave loading of 17.5% of base salary
- 1 day of cultural or ceremonial leave per year



ACKNOWLEDGMENT 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 THE JOB

THIS JOB MIGHT BE FOR YOU IF....

- **YOU ENJOY SOLVING PROBLEMS.** You love taking on difficult challenges and finding creative solutions. You don't get flustered easily. If you don't know the answer, you'll dig until you find it
- You like helping people and **WORKING in a TEAM**
- You pay attention to the details. You stay focused, and **NOTHING FALLS THROUGH** the cracks on your watch
- You **THINK** on your feet. You like learning new things, and you can learn quickly. When things change, you know how to adapt and roll with the punches
- You communicate clearly. You can **EXPLAIN JUST ABOUT ANYTHING** to anyone, and you're comfortable communicating in writing and on the phone
- **YOU ARE MOTIVATED AND DRIVEN.** You volunteer for new challenges without waiting to be asked. You're going to take ownership of the time you spend with us to truly make a difference
- You work independently. **YOU SET THE EXAMPLE FOR HIGH PERFORMANCE.** You lead with integrity and recognise and reward quality work within your team

A TYPICAL WEEK...

- Stakeholder engagement and relationship cultivation with partners, contractors, staff, and young people.
- Coordinating public events - you will communicate with all key stakeholders to ensure that these events and activities are effectively carried out
- Close consultation and collaboration with the NASCA Support and Program Teams
- Developing, NASCA events and engagement strategies
- Taking part in and contributing to team action meetings

OUR VISION

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

MUST HAVES

- Experience in a not-for-profit organisation
- A Drivers Licence
- Ability to get a First Aid Certification
- Ability to get Working with Children and AFP clearances
- Cross cultural competency & awareness
- Passion for social justice & equality
- Qualifications or high level experience in communications, event management, marketing, or social impact



POSITION TITLE	Events & Engagement Lead
REPORTS TO	Impact Director
CLASSIFICATION	NASCA Level 3
DIRECT REPORTS	0
LOCATIONS	Redfern, NSW
EMPLOYMENT STATUS	Full Time – Contract
ABOUT US	<ul style="list-style-type: none"> NASCA is a national not for profit youth organisation that has facilitated education for thousands of Aboriginal and Torres Strait Islander Australians since 1995. While having a history of community development through sport and recreation, we now work across sectors including the creative arts, education, health and well-being with Aboriginal culture and identity at the heart of what we do. We continue to increase our footprint through our growing programs each year. NASCA is governed by a volunteer Board of Directors, and has a passionate team including volunteers. With offices in Redfern, Perth and Dubbo, we enjoy excellent relationships with a range of corporate partners, all levels of Government the community and schools in which we operate.
VALUES	<p>NASCA's values represent who we are, and what we hold as most important. They include:</p> <ul style="list-style-type: none"> 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. <p>Employment at NASCA is conditional on candidates passing National Police and Working with Children Checks.</p>

PRIMARY PURPOSE OF THE ROLE

FOCUS AREAS

- Event planning and promotion of programs, events, and activities.
- Developing relational events, strategic partnerships, awareness campaigns and promotional opportunities.
- Building quality relationships with key stakeholders including donors, clients, young people, and internal team members.
- Collaboratively designing events and facilitate young people's involvement in NASCA events and activities.
- Contributing content for social media campaigns and other external communications. Develop promotional and marketing collateral for events and activities.
- Developing and growing NASCA events and engagement initiatives.
- Developing and write briefs and materials for contractors, partners and donors.
- Managing event logistics including venue, catering, signage, registration and application processes, volunteer management, run sheets and briefs.
- Maintaining accurate records of all stakeholder engagements and event planning processes.
- Providing necessary support for the Communications Lead, Impact Lead, and other NASCA staff as required, including preparing evaluation reports, impact analysis, and post-activity analysis.
- To complete other duties as required.

SKILLS AND EXPERIENCE

DESIRED EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS

- Media production capacities using Adobe CC products.
- Program and project planning, coordination, management and implementation.
- Facilitation skills, presenting or working with young people.
- Program and project review, analysis, and reporting.
- Writing for business, government and other funders using a variety of formats.
- Stakeholder engagement and relationship management.
- Strategy development and planning in a national organisation or in a wide-scale context.
- Experience and knowledge of Aboriginal and Torres Strait Islander education programs for young people.
- Experience with engaging with Aboriginal and Torres Strait Islander communities and organisations.
- Understanding and practice of respect for people across a range of backgrounds and cultures.

DESIRED SKILLS AND ABILITIES

- Excellent interpersonal, communication and stakeholder engagement skills.
- Excellent organisation and effective time management, able to manage competing priorities.
- Proactivity with a high degree of autonomy and initiative.
- Problem-solving and critical thinking.
- Adaptability and flexibility to develop a range of materials for a wide range of stakeholders spanning government, corporates, and community organisations

APPLICATION PROCESS & HOW TO APPLY

SHORTLIST AND INTERVIEWS

If you make the cut, you will be shortlisted for an interview.

HOW TO APPLY...AND SHINE!

It may sound simple, but to be in with a shot, you need to submit a completed application. Here's how you go about it:

STEP ONE

1. Cover Form

The Cover Form is page 8 & 9 of this pack. It helps us to know your contact details, your thoughts on salary and how to reach your referees.



2. Selection Criteria

Impress us by answering all of the selection criteria questions on page 7 of this pack.

Tip: Answer the question. Give examples. Share your story. Tell us how you gained your experience, what you learned and, what you have achieved. If you find it hard to answer a question because you don't have direct work experience, show us that you are capable of doing the job because you have applicable skills and knowledge.

Tip: Clearly set out your document. Give yourself plenty of space to answer each question. Cut'n'paste our questions. Then go ahead and provide your answers.

STEP TWO

STEP THREE

3. CV

Tell us about your education, employment, training and qualifications. We are keen to read about your past experience. Tip; List your past responsibilities, roles and your achievements.



4. SEND

Email your application to:
Email: jobs@nasca.org.au.
Tel: (02) 8399 3071

STEP FOUR

YOU MUST ANSWER ALL THE SELECTION CRITERIA QUESTIONS + COVER FORM + PROVIDE A COPY OF YOUR CV TO APPLY.

EVENTS AND ENGAGEMENT LEAD: ESSENTIAL

1. Knowledge and understanding of issues facing young Aboriginal and Torres Strait Islander peoples.
2. Demonstrated ability to work effectively in a dynamic, highly demanding environment with competing deadlines and priorities without supervision.
3. Demonstrate a passion for NASCA's values and mission and demonstrate a commitment to First Nations issues with cultural sensitivity and awareness.
4. Have attained a Bachelor's degree or higher in a related field, or equivalent work experience.
5. At least 3-5 years of event experience in a non-profit environment strongly preferred, demonstrating experience implementing strategic events, communications outputs, and/or advocacy structures or campaigns.
6. Have a proven track-record of working well in a team, and experience in the successful execution of strategic participation or engagement initiatives.
7. Possess excellent verbal and written communication skills.
8. Have outstanding attention to detail and follow-through; have exceptional organisational and time-management skills; be a strategic thinker; have the ability to coordinate and prioritise multiple tasks, and complete projects in a timely manner while maintaining high levels of performance.
9. Be self-motivated and directed with a strong desire to succeed, whilst being able to work effectively and collaboratively in a close team environment.
10. Have high level digital skills.
11. Drivers Licence.
11. Current First Aid Certification (or ability to get it as required).
12. Ability to get a Working with Children Clearance and AFP/National Police Clearance.
13. Cross Cultural Training and Awareness.

Employment with NASCA is conditional on candidates passing National Police and Working with Children Checks.

POSITION: **EVENTS AND ENGAGEMENT LEAD**

FIRST NAME:

LAST NAME:

ADDRESS:

TELEPHONE:

MOBILE:

EMAIL:

REFEREES

Please provide details of three people who can speak on your behalf regarding your work history. (work references only. Please include your current supervisor/manager).

NAME	TELEPHONE	Position held/ working relationship (e.g. supervisor)	Do they identify as Aboriginal or Torres Strait Islander? Y/N

What type of work are you available for?

Full time

Part time

When will you be available to commence?

What is your salary expectation for this position?

Where is your preferred location to work?

Are you an Aboriginal and or Torres Strait Islander Australian?

Yes

No



APPLICANT COVER LETTER

Write a cover letter sharing your story. Tell us about yourself and also why you want to work with NASCA, about your relevant experience, and how you will contribute to NASCA's purpose.