



Position Title: Indi Kindi Team Leader
Reports To: Community Development Manager & Indi Kindi Program Director
Direct Reports: Local Indi Kindi Educators
Location: Tennant Creek, NT

Role Overview & Project Summary

Moriarty Foundation is seeking a Team Leader that can establish, embed and support our early years program that is launching our new Hub in Tennant Creek NT. Indi Kindi has been operating since 2011 in the remote communities of Borroloola and Robinson River, in the Gulf of Carpentaria

We are an agile and flexible small-medium independent not-for-profit, with an affiliated organisation that has more than thirty years' experience in remote Aboriginal Australia. We are offering the suitable candidate a rewarding professional opportunity, that is primarily responsible for the coordination and administration of the Indi Kindi program on-ground.

You will report to the Community Development Manager as well as regular liaison with the Indi Kindi Program Director from the Sydney Head Office.

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

Purpose of the Position:

The Indi Kindi Team Leader works on the ground and in collaboration with the Community Manager and the Indi Kindi Program Director to facilitate the development of the day to day Indi Kindi program, whilst building capacity and mentoring local Indigenous staff.

The role is responsible for all the logistics and administration required to ensure the smooth delivery of our program, alongside the implementation of new and existing policies and procedures. Our goal is to set up and build attendance at our Indi Kindi sessions, whilst promoting education and health and wellbeing outcomes for the children and their families, and fostering their connection to culture.

At the core of this position is the development of relationships with staff and community stakeholders to continue to bring to the forefront the visibility and positive impact of our program.

Key Duties & Responsibilities:

Indi Kindi Program Delivery

- To support set-up, launch and establishment of the Indi Kindi Program within Tennant Creek and surrounding communities in the Barkly Region.
- Facilitate best possible outcomes on enrolments, program planning, evaluation, attendance, parental engagement and integrated delivery with local organisations and services.
- Complete all required paperwork including child and family attendance, enrolment forms, staff timesheets and leave applications.
- In conjunction with the Indi Kindi Director, develop a framework and key indicators to measure progress and outcomes across the various initiatives of the project. Implement a system, with key stakeholders where relevant, to collect this data.
- Support and monitor and provide feedback on program delivery on a weekly, term and yearly basis.
- Report on learning outcomes, recommendations, and identifying development needs for program participants.
- Mentor and support the local staff in the delivery of the program.
- Oversee staff management of resources.
- Complete all required paperwork within agreed timeframes.
- Collection of data and measurement to support the program development and reporting requirements of Moriarty Foundation and its stakeholders.

Wellbeing & Nutrition

- Deliver on Moriarty Foundation Wellbeing Program in relation to 5 key areas: healthy nutrition, fitness, fun & learning, protective relationships and mental resilience.
- Notify and respond on matters of staff and participants welfare and code of behaviour
- Coordinate and deliver the nutrition component of the program, in collaboration with the team and assist with the preparation of nutritious meals for children and families.
- Responsible for the training of the team in the delivery of health & wellbeing key messages to the participants.
- Promote mindfulness of staff and program participants, developing methods of how to manage this through breathing techniques.

Team Management

- To be a role model on behaviour, attendance, punctuality, personal organisation whilst promoting enthusiasm and engagement.
- To drive the local recruitment of staff, following the recruitment process and procedures, with support from the Sydney Head Office, and in liaison with your Direct Manager agree on final recruitment decisions.
- Responsible for the scheduling of the team to ensure adequate staff are available for each session, in both the Hub and Satellite community.

- In conjunction with your Direct Manager, identify training and development needs for all Indi Kindi staff. This will be achieved via job analysis, appraisal systems and day to day observation.
- In conjunction with the Direct Manager, design individual skill acquisition training plans and monitor their delivery.
- Contribute to the team individual workplace plans, and develop capacity by mentoring Indi Kindi staff in approaches designed to improve participant decision-making, persistence, and resilience through long-term repeated practice in the context of their particular job roles.
- Ensure input of local staff into program and delivery decisions.
- Act as the significant contact for all matters regarding Indi Kindi staff welfare and challenges.
- Ensure the provision and maintenance of supplies and resources for local staff.
- Support local staff human resources matters, with support from your Direct Manager, and HR in the Sydney Head Office,
- Notify and respond on matters of staff and participants welfare and code of behaviour.
- Manage staff leave requests in-line with program requirements via the Xero Platform.
- Train the local team on how to use Program software, Apps and systems implemented by Sydney Head Office.
- Liaise with local schools to offer work experience placements, including monitoring the progress of the placement and providing feedback to the Work Experience Coordinator.

Relationship Management & Operations

- Ensure involvement and input into program development and delivery with parents, Elders and community stakeholders.
- Promote the Program's staff and participants' best interests.
- Liaise with local stakeholders to identify mutually beneficial ways to work together.
- Coordinate the order of supplies for program delivery from the local and regional stores
- In conjunction with the JMF Coach and Mentor, JMF Regional Community Coordinator and local staff, create local networks to nurture community input
- Support local logistics matters eg home/office premises, program resources and vehicles.
- Manage organisational risk and WHS according to Policies and Procedures provided by Head Office.
- Promote compliance with laws, legal principles and procedures as per Guidelines set by Head Office and Operations Manager.
- Deliver basic first aid when required.

Reporting

- Ensure accurate records are obtained in relation to day-to-day delivery including but not limited to daily participant register, program planning and evaluation, enrolment and waiver forms, incident reports and staff timesheets.



- Report on learning outcomes, recommendations, and identify development needs for local staff, in collaboration with Sydney Head Office.
- Monitor and report on budget spending in accordance with Head Office guidelines and submission of invoices to finance for processing, as per Expense Guidelines.

Qualifications & Experience

Essential Criteria:

- Proven experience in developing and mentoring teams.
- Proven ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.
- Demonstrated experience in understanding the issues faced by remote Aboriginal communities.
- Commitment to transfer skills to local in-field staff with a collaborative and inclusive approach.
- Proven experience with reporting and presenting documentation that captures and presents clear data and information.
- Strong written and verbal communication skills, with the ability to adapt the language across different stakeholders.
- Competent computer skills in MS Office Word & Excel format.
- Current Australian driver's license (to include license status) with the ability to drive a manual vehicle in a 4WD environment.
- Eligibility to receive a Northern Territory Ochre Card (Working with Children check) and National Police Check.
- First Aid Qualified.
- Desire to work with Aboriginal and Torres Strait Islander people, and a commitment to helping create positive change amongst children in Indigenous communities.
- To undertake a Certificate III in Early Childhood Education and Care.

The cost for the application for the Ochre Card, National Police check and First Aid Training is paid for by the Moriarty Foundation as a part of our onboarding process. Costs for participation in the Certificate III, and if required travel and accommodation are supported by the Moriarty Foundation.

Desired Criteria:

- Tertiary qualification in Early Years Education or Social Work.
- Direct experience in working with Indigenous communities.
- Experience working with children and youth.
- Australian Permanent Resident.

Salary Guide:

The full-time salary for this position is up to \$65,000 plus superannuation, and is based on the candidate's qualifications and experience.

For more information or to discuss further please contact: Sarah Feltham, Head of Operations & HR - 0404 286 990 / Email: hr@moriartyfoundation.org.au



About Moriarty Foundation: Sydney-headquartered Moriarty Foundation was established in 2012. Its founders are John Moriarty, a Yanyuwa NT man, business owner and the first Indigenous footballer to be selected for Australia, and business owner/author Ros Moriarty. We enable NT, NSW and Qld Aboriginal communities and families to unlock their own children's potential. We tailor our approach to meet local challenges and needs in communities, with local employment and staff development at the centre of our sustainability. Moriarty Foundation delivers two programs that follow the whole-of-child lifecycle from birth to 18, *Indi Kindi* (Early years program) and *John Moriarty Football* (Football skills mastery program).

For more info - www.moriartyfoundation.org.au

About Indi Kindi: The Indi Kindi early years program integrates health, wellbeing and education to give 0-5 year olds the best start in life and to improve global readiness of Aboriginal children entering school. Local Aboriginal staff educators and program mentors provide guidance and professional support to reduce incidences of communicable diseases, improve food security and nutrition, and implement the "walking learning" outdoor teaching model. The program is designed around the cultural and cognitive assets of young Aboriginal learners to help them perform at their best.

To apply please submit your resume and cover letter (max two pages) to hr@moriartyfoundation.org.au