



NASCA JOB PACK

2021

Program Lead

2021



About NASCA

WE EMPOWER ABORIGINAL AND TORRES STRAIT ISLANDER YOUNG PEOPLE TO IDENTIFY AND SHAPE A FUTURE OF THEIR OWN CHOOSING, USING EDUCATION, LIFE-SKILLS AND CULTURAL PRIDE.

This role is specifically for our NASCA Academies for Young Women in NSW.

Position

Position Title	Program Lead (NASCA Academies for Young Women, Sydney / Northern NSW / Western NSW)
Reports To	State Program Director
Locations	Western Sydney / Kempsey / Tamworth Narromine / Coonamble / Dubbo
School Sites	Chifley College Senior / Kempsey High School / Melville High School / Tamworth High School / Narromine High School / Coonamble High School / Dubbo College Delroy
Employment Status	Full Time (Part Time will be considered)
Remuneration	Base salary of \$65K, 10% superannuation, and up to \$15,990 salary sacrifice option.
Allowances and other Benefits	35 hr working week, 4 weeks total leave per year, leave loading of 17.5%, 1 day of cultural or ceremonial leave per year.
Application Due	9 August 2021 (Applications will be reviewed on submission)
Ideal Start Date	ASAP



Our Values

NASCA's values represent who we are, and what we hold as most important



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.

Our Vision

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

Our Team

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.

Our Scope

We serve over 30 communities in WA, NSW and the NT, empowering over 2,000 First Nation kids to reach their full potential.



The Role

A PROGRAM LEAD:

- Mentors and supports First Nation young women aged between 12-18yrs, including 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.
- Prepares lesson plans and coordinates resources for program delivery, and collects data about the student outcomes for reporting purposes.
- 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 the NSW State Director.

MUST HAVES

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

TYPICAL DAY

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

Overview

PRIMARY PURPOSES OF THE ROLE

- To deliver NASCA programs in schools to young women including program planning, coordination and implementation.
- To maintain meaningful relationships with community members and stakeholders.
- To design and implement program content, materials, and resources – including writing lesson plans and content for young women.
- May include daily bus pickups and drops off.
- To provide mentoring and assessment support such as in Class and Outside class Academic Support, eg. 1 to 1 tutoring/mentoring.
- To provide NASCA Life Skills and School Engagement activities, eg. cooking, creative arts, leadership, CV creation, goal setting, job-ready skills.
- May include providing a healthy breakfast program to NASCA students.
- To organise physical education activities that include Traditional Indigenous Games.
- To organise after school and weekend activities and excursions.
- To facilitate community activities, eg. fostering opportunities for cultural exchange between community, NASCA and school.
- To create Personalised Learning Pathway Plans for NASCA young women..

DESIRED SKILLS AND EXPERIENCE

- Program and project planning, coordination, management and implementation.
- Facilitation skills, presenting or working with children and young people.
- Stakeholder engagement and relationship management.
- Experience and knowledge of Aboriginal and Torres Strait Islander education programs for young people (ages 5-18yrs).
- 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.
- Problem-solving and critical thinking.
- Qualifications in one of these areas: teaching, social sciences, Indigenous studies, coaching, youth and community services, or health.



Selection Criteria

1. Tell us about your experience working with young people (particularly Aboriginal and Torres Strait Islander young people).
2. Tell us about your knowledge and understanding of challenges faced by Aboriginal and Torres Strait Islander young people.
3. Tell us about your experience in working with a team and your ability to be flexible and adaptable.
4. Tell us about your excellent interpersonal and communication skills and the ability to build relationships and to work in partnership with schools and diverse community groups.
5. Tell us about your experience with program creation or implementation for young people.
6. Tell us about your knowledge and experience in group presentation and facilitation, especially with First Nations young people.

First Nations people are strongly encouraged to apply

How to Apply For the Role

**Submit a completed application by
9 August 2021** (Applications will be reviewed on submission)

Please send **all 3 items listed below by the due date** to be considered.

1. CV
2. Cover letter
3. Response to Selection Criteria

Update your CV

- Include relevant experience to make it easier for us to work out how your experience matches what we're looking for.
- Make sure it includes references and your contact details.

Write a cover letter

- Tell us about yourself and share your story; this helps us learn more about you.
- Tell us why you want to work with NASCA.
- If you have experience working with young Aboriginal and Torres Strait Islander people, tell us how you would change or improve the work you do with them.
- Indicate whether you have a Driver's License, First Aid Certificate, Working with Children Check and Police Check.
- Aim for 250 - 400 words / no more than one page.

Respond to our Selection Criteria

- Answer the question and give an example.
- 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.
- Copy our questions into your document then go ahead and provide your answers.
- Aim for 100 words per question / no more than 3 pages in total.

Send everything to jobs@nasca.org.au

- Check you've sent everything we've asked for.
- If you have a copy of your Working With Children check, AFP / Police check, and First Aid Certificate please include them.