



POSITION DESCRIPTION

General Information:	
Position Title:	Indigenous Youth Leadership Program Support Officer – Program Delivery
Incumbent:	
Function & Team/Program:	Indigenous Youth Leadership Program
Location(s):	Adelaide
Manager's Position Title:	Indigenous Youth Leadership Program Manager
Manager's Name:	Richard Burr
Date Prepared:	15/07/2025
Prepared By:	Richard Burr
Approved By:	Graham Jaeschke

Primary Purpose of this Position (<i>In one sentence - why does the role exist?</i>)
As part of a small team, this role will work closely with the IYLP Manager to support community stakeholders and community partners, and will support and facilitate the delivery of the IYLP in our national Education Partner Schools.

Scope:	
Direct Reports to this Position By Position Title	Indirect Reports Total Number
Nil	Program participants
Financial Dimensions controlled by this Position (<i>Include key financial metrics such as revenue growth, income & expense budget, etc</i>)	
Direct control	Indirect control
• Nil	• Nil
Other Dimensions of this Position	
Nil	

Setting Priorities (<i>how is work prioritised</i>)	
How often does employee prioritise their own work? Eg. Daily, weekly, monthly, annually, other	Daily
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other	N/A

Key Relationships (<i>Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with</i>)	
Internal	• General Manager SA & NT • SA Program Coordinators • BIS • All Smith Family staff
External	• Education & Youth Branch, Department of Prime Minister and Cabinet • All IYLP students and families • IYLP Education Partners

Key Decision Making in this Role: (<i>What are the key decisions and recommendations made in this role?</i>)
Decisions Expected • Prioritisation of workload • Time management • Taking initiative and problem-solving • Decisions in relation to IYLP Application Process Outcomes for new students with allocated Education Partners
Recommendations Expected • Innovation in Program delivery • Identify solutions to coordination and administration problems as they arise • Decisions in relation to behavioural issues in consult with allocated Education Partners

Every Team Member at The Smith Family:

- Is expected to uphold The Smith Family Values and Culture;
- Understands and complies with the Child Protection Framework;
- Takes reasonable care for the health and safety of themselves and others;
- Understands and complies with the Workplace, Health and Safety Systems;
- Reports hazards and incidents and participates in risk management as required.

Key Responsibilities / Accountabilities:	
Major Area: Program Administration	% of Job Total: 70%
Knowledge and understanding of Indigenous societies and cultures and an understanding of the issues affecting Indigenous people in contemporary Australia.	
Ensure that all spreadsheets and databases relating to the Program are kept up-to-date.	
Develop capability to perform future role/s at The Smith Family.	
Maintain a safe workplace by ensuring adherence to Work, Health and Safety policies and procedures and relevant legislation.	
Ensure compliance with all relevant organisational policies and procedures including financial management	
Major Area: Internal and External Relationship Management	% of Job Total: 30%
Develop and maintain strong internal relationships with TSF team members across different levels and functional teams to ensure successful delivery of the Program.	
Develop and maintain strong external relationships with current students and families	

Develop and maintain strong external relationships with staff at the Education Providers that we have established relationships with
Delivering Leadership Mentoring and Development sessions and supporting students to set individual goals and revision of the same in culturally safe and responsive way
Assess applications submitted and undertake interviews of potential new participants for the IYLP and in consultation with the Administrative Support person ensure that all appropriate administration is completed for all interviews
Respond to general enquiries from current and potential new families/guardians
Active participation and engagement with the Aboriginal Staff Network

Key Challenges in Achieving Goal(s): (What are the key challenges faced by this role in meeting goals/objectives)		
- Professional approach to all aspects of the position - Ability to prioritise, meet deadlines and work unsupervised - Provide and maintain the highest standard of service to all stakeholders		
Qualifications, Experience and Competencies: (What background, knowledge, experience or competencies are required to perform the role at the expected level?)		
Education / Qualifications / Memberships:	Essential	Desirable
	Tertiary qualification in Social Science, Humanities or equivalent	Certification in relevant field
Experience:	Essential	Desirable
	- Working with and having an understanding of Aboriginal and Torres Strait Islander Cultures - Proven experience in establishing and maintaining relevant partnerships - Demonstrated experience in dealing with challenging situations and people - Experience working for a social purpose organisation - Demonstrated experience in program delivery	
Competencies:	Essential	Desirable

	• Intermediate to advanced skills in MS Word, Excel, Outlook and Powerpoint • Demonstrated commitment to learning, developing skills and sharing knowledge • High level interpersonal skills • Excellent written and verbal communication skills • Flexibility to respond to competing demands • Participation in collective decision-making • Accountability and responsibility for work outcomes • Willingness to travel intra and interstate when necessary • Ability to work within a team structure and work independently when appropriate	• CRM
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