



## **Atyenhenge Atherre Aboriginal Corporation (AAAC)**

### **Position Description**

<b>Position Title:</b>	<b>Remote Training Hub Manager</b>
<b>Level / Salary Range</b>	<b>SCHADS MA000100 Level 4, Pay Point 1</b>
<b>Position Type</b>	<b>Full time; fixed-term contract position (up to 24 months)</b>
<b>Location:</b>	<b>Ltyentye Apurte / Santa Teresa, 80kms from Alice Springs</b>

### **About Atyenhenge Atherre Aboriginal Corporation (AAAC):**

The Atyenhenge Atherre Aboriginal Corporation (AAAC) is a community-controlled organisation based in Ltyentye Apurte (Santa Teresa), Northern Territory, established in 2010 to support local decision-making, economic development, and cultural strength for the Eastern Arrernte community. AAAC builds autonomy for the people of Ltyentye Apurte and works to achieve their vision for a strong, independent, and self-determined future. It is governed by a 12-member board elected from the community and leads programs that support wellbeing, education, and local prosperity. In 2024, AAAC strengthened its leadership role through a Local Decision Making agreement with the Northern Territory Government. It also runs community programs and businesses such as youth services, education support, the Traditional Craft Centre, Spinifex Skateboards, and the Santa Teresa Store, and is registered as a charitable Indigenous corporation.

### **About Akaltye-Irretyeke Apmere (Ltyentye Apurte Learning Centre):**

Akaltye-Irretyeke Apmere (Ltyentye Apurte Learning Centre) located in Central Australia provides a unique opportunity to support learners and strengthen communities across the Southeast Alice Springs Cluster (Rodinga Ward), including Ltyentye Apurte (Santa Teresa), Apatula (Finke), Titjikala, and Amoonguna. The centre delivers LLND training through the Aboriginal Adult Literacy Campaign, alongside VET-accredited and non-accredited programs, helping participants develop skills and pathways into meaningful employment. Akaltye-Irretyeke Apmere actively engages with regional stakeholders, including the Ltyentye Apurte Adult Education & Training Stakeholder Committee and the Remote Training Hubs Network of providers, ensuring programs are relevant, coordinated, and responsive to community needs.

This initiative is a collaboration between Literacy for Life Foundation (LFLF) and Atyenhenge-Atherre Aboriginal Corporation (AAAC) and is funded by the Department of Employment and Workplace Relations (DEWR). AAAC leads the coordination of training



across the cluster, while LFLF brings expertise in the Aboriginal Adult Literacy Campaign Model and staff training pathways within a community-led and community-controlled enterprise. Working at the centre, you will play a key role in supporting learners, fostering participation, and contributing to stronger literacy and workforce outcomes across the region.

### **Position Brief:**

This role is intended for a person from Ltyentye Apurte (or Alice Springs with strong community ties) who is committed to learning and professional growth.

Over a 24-month structured development period, the Akaltje-Irretyeke Apmere Coordinator will be supported by the Remote Manager to take part in capacity-building and develop strong understandings of all Akaltje-Irretyeke Apmere functions. The Coordinator will develop skills in LLND delivery, VET coordination, community engagement, staff supervision, reporting, logistics, and administration.

Throughout the next 27 months, the Akaltje-Irretyeke Apmere Coordinator will develop the skills and capacity to fully manage the Centre as part of a strong local team with AAAC.

### **Candidate Profile:**

At the AAAC, community is at the core of everything we do. To be a great fit for this role, you need to be dedicated to creating positive change for Aboriginal and Torres Strait Islander peoples through the power of literacy. You should be passionate about social justice and the rights of First Nations people.

To succeed in this role, you'll need to be a team player who is flexible, highly motivated, and committed to supporting positive outcomes for Aboriginal people. You will be skilled at working with the unique strengths and challenges of a community and have experience building a supportive, positive work environment.

### **Primary Responsibilities:**

The Akaltje-Irretyeke Apmere Coordinator is responsible for the overall strategic direction, implementation, and successful delivery of the centre and its activities, ensuring alignment with community-led goals, with a particular focus on literacy and VET training outcomes for the Aboriginal and Torres Strait Islander community.

#### **1. Strategic Planning & Program Implementation**

- Learn to plan, organise, and coordinate LLND and VET training activities.
- Support the delivery of literacy classes and community learning.



- Gradually take responsibility for Campaign phase coordination.

## **2. Community Mobilisation & Partnership Development**

- Learn community engagement, socialisation, and mobilisation techniques.
- Build confidence in working with providers, RTOs, and stakeholders.
- Promote local participation in centre programs.

## **3. Staff Supervision & Capacity Building**

- Learn to supervise and mentor local Akaltye-Irretyeke Apmere staff.
- Support staff scheduling, timetables, and work plans.
- Develop leadership and problem-solving skills.

## **4. Monitoring, Reporting & Administration**

- Participate in training to learn Akaltye-Irretyeke Apmere administration systems.
- Assist with reporting, data collection, and attendance tracking.
- Provide fortnightly updates to the Remote Manager.
- Learn to prepare cluster-wide training calendars.

## **General Duties:**

Working under the direction of the Remote Manager from Literacy For Life Foundation and reporting to the Remote Manager and Chief Executive Officer at AAAC.

- Learn, with support, to plan, organise, and administer the day-to-day implementation of LLND activities (3-phase Aboriginal Adult Literacy Campaign) and to coordinate/deliver VET accredited and non-accredited training across the cluster using a community development approach.
- Be supported to learn how to administer the household literacy survey and other community consultations to investigate, explore, and help implement training activities.
- With guidance, learn to prepare and implement a strategy for the socialisation and mobilisation of all training activities by collaborating with service providers, training organisations, the Ltyentye Apurte Adult Education & Training Stakeholder Committee, and the Remote Training Hubs Network.
- Learn, with supervision, to prepare and implement a logistics strategy to coordinate transportation of students, MTUs, RTOs, and training providers across the cluster.



- Be supported to learn how to supervise staff and help them build the skills and confidence needed for their duties, including learning to prepare and monitor weekly work plans, timetables, and provide on-the-job support in basic work skills.
- With ongoing mentoring, learn to plan and implement a coordinated strategy for developing the local Remote Training Hub Coordinator's capacity so that over time they can coordinate LLND activities, VET programs, administrative tasks, and day-to-day problem-solving.
- Learn to work collaboratively with YIC Advisors (where possible) to support implementation of Phase 2 (YIC), facilitate training of Facilitators in lesson delivery, and assess participant progress and outcomes.
- Be supported to learn how to develop and implement a 70-hour learning program for Phase 3 (Everyday Literacy), including structured literacy-based activities and work experience.
- With coaching, learn to coordinate VET accredited and non-accredited training activities across the cluster with RTOs, RTUs, and other training providers through a community development strategy that builds long-term local capacity.=

Learn to undertake the collection, processing, and validation of data on student enrolments, retention, and attendance with support from the Remote Manager.

- Prepare monthly progress reports for the Remote Manager and AAAC CEO.
- Learn to develop a quarterly training calendar for the cluster and upload all training activities to BushTel.
- Participate in team meetings and evaluation workshops while learning the skills required for active contribution to continuous improvement.
- Undertake other duties as required, with the appropriate level of supervision and support from the Remote Manager and AAAC CEO.
- Learn, over time, to work independently, and as part of a team, to overcome challenges and respond appropriately to emerging opportunities.



- Maintain a safe working environment and uphold values of inclusion, self-determination, and child and vulnerable person safety, with support to understand and apply organisational policies.
- Actively participate in training and professional development to grow in the role and build the capacity needed to take full responsibility for Akaltje-Irretyeke Apmeme management over the 24-month development period.

## **Selection Criteria**

### **Essential:**

#### **A. Core Skills & Expertise**

- Program Experience: Demonstrated experience in adult education, community development, and/or Language, Literacy, Numeracy, and Digital Literacy (LLND) training.
- Project Management & Administration: Sound and proven administrative, communication, and project management capabilities necessary to lead a campaign.
- Formal Qualification: Relevant tertiary qualification in one of the aforementioned areas (Education, Community Development, etc.) or equivalent practical experience.

#### **B. Compliance & Logistics**

- Clearance Checks: A current National Police Check (NPC) and Working With Children Check (Ochre Card), or the immediate ability to successfully obtain both prior to commencing employment.
- Driver's License: Must hold a current, valid driver's license (LR preferred).

### **Desirable:**

- First Nations Engagement: Prior experience working effectively with Aboriginal and Torres Strait Islander communities.
- Team Leadership: Experience managing or supervising a small operational team.
- Sector Knowledge: Previous experience working for a community development or not-for-profit organisation, Language Literacy Numeracy and Digital Literacy background desirable, and/or experience as educator.

### **Employment conditions:**

1. Salary within salary range commensurate with experience and qualifications;
2. Salary sacrifice;
3. Use of program vehicle during work hours;
4. Six weeks annual leave with other leave entitlements;
5. Professional development opportunities.