

Position Description

Position title:	LLND Education Officer – NSW
Position Location:	NSW, Work From Home/Remote with travel across LFLF campaigns
Employment load:	Full time
Reports to:	Education Lead
Direct reports:	None
Position start date:	ASAP
Base salary range:	\$95,000 - \$100,000 (plus superannuation, NFP salary sacrifice benefits and a phone allowance of \$9.23 per week)

About the Literacy for Life Foundation

Literacy for Life Foundation is an Aboriginal-run and community-focused charity seeking to address low English literacy and digital literacy in Aboriginal communities.

Teaching adults to read and write is a critical first step in enhancing intergenerational literacy, delivering better health outcomes, lifting employment, and achieving improved self-determination.

The Literacy for Life Foundation leads from behind, promoting and supporting Aboriginal community members as experts in their own context, allowing them to take on the role of adult literacy facilitators and mentors, and boosting literacy in their communities. We place power in the hands of local Aboriginal community members who care about each other and understand the strengths and needs of their community.

We use an innovative, evidence-based, campaign approach that has helped millions around the world and is now delivering results across Australia. Promoting local Aboriginal ownership and leadership of the campaign at each site, our approach recognises rich existing cultural knowledge and ways of learning, supporting learners to acquire the literacy skills that lead to further opportunities.

You can learn more about the work we do on our website: www.lff.org.au

Position Brief

The LLND Education Officer – NSW will play a key role in supporting the Literacy for Life Foundation's training and assessment needs. The position involves strengthening the quality and consistency of LFLF's adult literacy campaigns in NSW, with a focus on training, assessment, and curriculum across language, literacy, numeracy, and digital skills. A central part of the role is building capability within campaign teams and fostering strong, collaborative relationships to ensure sustainable outcomes. The ideal candidate will have a strong background in LLND adult education, excellent communication skills, and a commitment to advancing positive outcomes for Aboriginal and Torres Strait Islander communities through the transformative power of literacy.

Key Responsibilities

Training & Facilitator Support: Strengthen and deliver training for campaign teams, coach, and support facilitators across all curriculum areas.

Assessment: Contribute to developing and improving assessment tasks, rate results against the ACSF & DLSF, support associated administration, deliver briefings and administer assessments.

Curriculum Development: Review, update and develop curriculum resources for priority/identified areas as needed.

Workplace Relationships and Collaboration: Build and maintain strong working relationships with local campaign teams, ensuring regular communication and connection in a hybrid environment and foster a supportive, collaborative culture across campaigns.

Quality & Collaboration: Work with the Education Lead and campaign teams to maintain consistent, high-quality education practices across the region and support continuous improvement.

Candidate Profile

Community is at the heart of what we do. To be a successful member of the Literacy for Life Foundation you will be committed to advancing positive outcomes for Aboriginal and Torres Strait Islander peoples through the transformative power of literacy for people's lives, communities, and broader social equity. You will be a passionate changemaker and advocate for social justice and the rights of First Nations people.

To be successful in this position, you will be:

- **Passionate** about improving outcomes for Aboriginal and Torres Strait Islander communities through the transformative power of literacy.
- **Experienced in adult LLND education**, with a solid understanding of ACSF and DLSF frameworks and the ability to deliver training.
- **A skilled communicator** who can work effectively in culturally diverse and dynamic environments, demonstrating cultural sensitivity and adaptability.
- **Collaborative and relationship-focused**, able to build and maintain strong connections with local campaign teams in a hybrid work setting.
- **Organised and self-motivated**, capable of working autonomously, managing multiple priorities, and ensuring high-quality education practices.
- **Resourceful and innovative**, with experience in developing curriculum resources and improving assessment processes.
- **Flexible and ability to travel**, supporting campaigns as needed.
- **Tech-savvy and open to learning**, with the ability to support digital literacy initiatives and adapt to new systems and tools.

Selection Criteria

Essential

- Strong relationship-building skills, including the ability to stay connected with local teams in a hybrid work environment
- Experience in adult LLND/foundation skills
- Understanding of ACSF/DLSF
- Experience delivering non-accredited and/or accredited training
- Cert IV in Training & Assessment (or willingness to obtain)
- Experience developing learning resources and training materials

- Understanding of cultural sensitivity and strong adaptability to communicate effectively in a diverse workplace
- Ability to work autonomously and manage multiple priorities
- Ability to travel.
- Current National Police Check and Working With Children Check or ability to get both.

Desirable

- Experience working with Aboriginal communities or organisations
- Experience in a community development or not-for-profit organisation.

How to Apply

To apply for this position, send your CV and a cover letter addressing the selection criteria and key responsibilities to admin@lflf.org.au.

Applications close on 24/06/2026. Applications will be reviewed on receipt. We may proceed with interviewing applicants prior to the closing date and appoint someone from these interviews.

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