

# EPIC Program Manager

**Charles Darwin University - Garamilla/Darwin  
(Identified First Nations Role)**



**Reports to:** COO (with support from Head of Programs)

**Direct reports:** Casual First Nations Ambassadors; volunteer mentors

**Location:** CDU (Casuarina and surrounds) plus partner schools across Darwin/NT

**Type:** Full-time (flexible hours around school/university calendars)

**Start:** Immediate

## About EPIC Pathways

EPIC Pathways is a First Nations-led not-for-profit supporting Aboriginal and Torres Strait Islander high school students throughout schooling and into self-determined post-schooling pathways. We deliver Program Days on campus Charles Darwin University (CDU), MentorHubs aka academic support in schools close to the Uni, Outreach workshops in schools and communities, the Future Pathways Program, a University Student Ambassador program, and Fire Carriers youth advocacy group. All Programs and events run by EPIC Pathways are grounded in story, truth-telling and two-way learning.

See more about what we do via our [website](#) and [Linkedin](#) pages.

## Role purpose

As a Program Manager you own end-to-end delivery of EPIC at the CDU working closely with the CDU First Nations Pathways and Engagement Unit. You'll bring schools onto campus, run weekly MentorHubs in schools, coordinate Outreach, and support seniors into post-school pathways, all while recruiting and developing paid First Nations Ambassadors and volunteer mentors. You'll own the deadly role as the connector between CDU (First Nations Pathways and Engagement Unit/faculties), schools, community, students and EPIC.

## Key responsibilities

### Program Delivery & Events

- ✦ Support and lead the planning and delivery of three Program Days at CDU. Including workshop preparation, engaging with Elders, guests and community organisations.
- ✦ Being across all Program Day logistics from AV, to catering, school communications and risk assessments.
- ✦ Engage 3-4 schools to deliver regular MentorHubs; timetable, rooming, activities, attendance.
- ✦ Organise, coordinate and assist with the delivery of EPIC Outreach workshops to schools and communities.
- ✦ Nurture EPIC's relationships with existing NT schools and expand EPIC's partner schools network
- ✦ Baseline and track Future Pathways cohorts; assist Year 10-12 students with applications, scholarships, VET/uni choices with support from Future Pathways Lead.

### People & Culture

- ✦ Recruit, roster and manage First Nations Ambassadors (paid casuals) and volunteer mentors; run inductions and training (child safety, cultural awareness and facilitation).
- ✦ Build a strong, fun team culture with regular check-ins, reflective practice and yarning circles (two-way learning).

### Partnerships & Stakeholders

- ✦ Work hand-in-hand with the CDU First Nations Pathways and Engagement Unit to align Ambassadors work, support and impact protocols; coordinate venue access and campus touchpoints.
- ✦ Manage relationships with partner schools, Elders, community organisations, education educators: align calendars and consent.

### Safety, Governance & Operations

- ✦ Uphold EPIC's Child Safe Policy: verify Ochre Cards, complete briefings, manage incidents and safeguarding practice.
- ✦ Manage site budgets, suppliers and travel; keep risks current in the register; deliver on time and within budget.
- ✦ Use Notion for live dashboards/reports and Monday.com for milestones, tasks and owners.

### Measurement & Reporting

- ✦ Record attendance and engagement (students/mentors/Ambassadors); run brief pre/post checks (identity, belonging, aspiration).
- ✦ Gather qualitative insights (teacher feedback, yarning circles, mentor/Ambassador reflections).
- ✦ Provide monthly 1-pagers and term summaries; contribute to the annual evaluation and end-of-year case studies/film.
- ✦ Contribute to EPIC's Newsletters.

## Success measures (examples)

- ✦ Delivery vs plan (Program Days, MentorHubs, Outreach).
- ✦ Improved student engagement/attendance across the term; positive Future Pathways transitions recorded.
- ✦ Ambassadors/mentors recruited, trained and retained to targets; 100% Blue Card compliance.
- ✦ On-time, accurate attendance and engagement dashboards and reports; budget variance within agreed limits.

## What you'll bring

### Essential

- ✦ You identify as Aboriginal and / or Torres Strait Islander.
- ✦ Strong cultural capability and experience working with Aboriginal and/or Torres Strait Islander communities.
- ✦ Proven program/event delivery with young people (schools, universities or community).
- ✦ Confident facilitator and relationship-builder across schools, university units (esp. CDU First Nations Pathways and Engagement Unit) and community.
- ✦ Excellent organising skills (calendars, logistics, budgets) and comfortable with Google Workspace and monday.com.
- ✦ NT Blue Card (or ability to obtain), current driver's licence; ability to work some early/late events.

### Desirable

- ✦ Experience in youth work, educational pathways, careers/VET, or higher-ed access programs;
- ✦ Experience working with Notion;
- ✦ First aid/mental health first aid; trauma-informed practice.



## How to apply

Send your CV and a short cover letter (max 1 page) telling us why you want to work for EPIC and what makes you the best candidate for the Program Manager role.

Email: [info@epicpathways.org.au](mailto:info@epicpathways.org.au) (Subject: *Program Manager – CDU*)