



Our main purpose is to support our people in healing from the past and building towards the future.

Position Description

Coordinator

Mums & Bubs Program

Organisation	Baabayn Aboriginal Corporation
Position Title	Coordinator – Mums & Bubs Program
Aboriginal Female Identified Role	<p>This position is an Identified role for Aboriginal and/or Torres Strait Islander people under Section 14(d) of the Anti-Discrimination Act 1977 (NSW).</p> <p>Aboriginality is a genuine occupational qualification and essential requirement of this position. Aboriginal identified positions are designated where cultural knowledge, community connection, or lived experience are integral to achieving the role's objectives</p> <p><i>"Aboriginal people are eligible for this position and are encouraged to apply."</i></p>
Employment type & hours	<p>Part-time</p> <p>Hours per week: 22.8 (0.6 FTE), including 9.00 a.m. to 2.00 p.m. on Wednesdays.</p> <p>Week beginning 6 July 2026 - Until 16 July 2027</p>
Award Classification and Remuneration	<p>SCHCADS (Social, Community, Home Care & Disability Services award) classification: Level 4. Full-time salary rate would be \$92,284 to \$99,294.</p> <p>0.6 FTE weekly salary: \$1,078–\$1,159</p> <p>Superannuation: will be paid at 12%</p> <p>Salary packaging and portable long-service leave available</p> <p><i>The stated pay rates include the 4.75% increase announced by the Fair Work Commission for the 2026/27 financial year.</i></p>
Reporting Relationship	This position has strategic accountability to the Directors of Baabayn Aboriginal Corporation
Organisation/Location	Based in Western Sydney - 252 Luxford Road, Emerton NSW 2770
Website	www.baabayn.org.au
Qualification / Licence Requirements	<p>Certificate IV in Community Services or a related field (or ability to demonstrate relevant skills and competencies to an equivalent standard)</p> <p>Current unrestricted Class C NSW Driver's License</p>
Employment Screening Check	<p>Working with Children Check / National Police Check / Vaccination</p> <p>First Aid Certificate; Aboriginal Mental Health First Aid Certificate</p>

BAABAYN ABORIGINAL CORPORATION

Baabayn is a place founded with love and dedication by esteemed Aboriginal female elders from Western Sydney, as a place of healing, belonging and connectedness for Aboriginal people. We are strongly committed to Aboriginal self-empowerment and pride ourselves on being a community, not a service.

Baabayn is an Aboriginal Controlled Community Organisation and a registered charity run at a centre on Luxford Road in Emerton, in the Mount Drutt area.

Baabayn Aboriginal Corporation's purpose is to create a welcoming environment where individuals and families can find support and connections to services that will help them heal from the past and nurture a strong sense of confidence and pride for the future.

At Baabayn, we place great importance on cultural safety, valuing the significance of welcoming individuals and families with open arms. We offer a safe space where people can freely express their needs and difficulties, knowing they will be heard and supported.

Our roots run deep within the community, and our connections extend both locally and beyond, as we continually strengthen our presence in Western Sydney. As proud Aboriginal elders, we hold a wealth of knowledge about our community, and we work tirelessly to foster a sense of unity and belonging among its members.

To learn more about us, head to our website at www.baabayn.org.au our YouTube channel at <https://www.youtube.com/channel/UCwP0dvCxGioDVuDRg5Cu-Gw> and our Facebook page at <https://www.facebook.com/baabaynelthers>.

THIS POSITION

Baabayn Aboriginal Corporation seeks to appoint a friendly, capable, resourceful person to coordinate our weekly gathering for young mums who are members of the local Aboriginal community. We're looking for someone who would excel at planning and delivering a weekly program of skill-building activities, who has insider knowledge of Aboriginal culture, and who has the life experience to be able to serve as a role model for young Aboriginal women in the Mt DrUITT area.

The Young Mums group meets on Wednesdays from 10:00am to 2:00pm during the school term for a structured program of talks and activities aimed at building the Mums' knowledge, capability and confidence. Like all our work at Baabayn, this program is strengths-based. It is designed to nurture self-esteem and pride in identity and culture. It is intended to encourage healthy aspiration, and to empower the mothers both to give their children a good start in life and to gain the skills and self-confidence to pursue their own desired pathways. We affirm participants' resilience, and we seek to nurture their abilities and talents.

The program equips the mums with knowledge about the support available from relevant service-providers and the confidence to access such support. It encourages peer support and puts direct assistance with practical needs in the Mums' reach at our Centre. A key underlying purpose is to build young mothers' ability to avoid the intrusion of the child protection authorities in their lives by supporting them to be the good parents they want to be.

The mums are all either Aboriginal or the non-Aboriginal mothers of Aboriginal children. They bring their children, ages 0 to 5, to Baabayn on Wednesdays. We're not an Early Learning Centre, but we still give the jarjums a weekly experience of play-based learning while their mums do their own program. While the babies usually stay with Mum, the other children are minded by qualified educators.

KEY ACCOUNTABILITIES

Your main duty will be planning and delivering the program described above. This will include:

- Programming and planning weekly group sessions for the Mums for each school term, ensuring an appropriate balance between different types of relevant activity.
- Making arrangements in advance for all the necessary resources, including guest instructors and facilitators, to be available for each session.
- Managing the recruitment and intake of new participants.
- Attending and contributing to each weekly session while monitoring the program for quality and smooth delivery.

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- Engaging supportively with program participants and referring them appropriately when they need specialist assistance.
 - Fulfilling evaluation and reporting obligations.

For a detailed statement of the specific tasks that will be required, please see under “Details of accountabilities” below.

KEY CHALLENGES

- Maintaining confidentiality and professional boundaries within the Aboriginal and Torres Strait Islander community.
- Balancing the competing demands of delivering a culturally safe, relevant service and meeting organisational and administrative requirements.
- Building trust and positive relationships with the mums, your colleagues, external service providers and other members of the local Aboriginal and Torres Strait Islander community.
- Exercising initiative, resourcefulness, sensitivity, adaptability and flexibility in planning and delivering the program.

SELECTION CRITERIA

The minimum qualifications and core competencies we will require you to demonstrate in your written application and/or at interview

- Identifies as an Aboriginal and/or Torres Strait Islander person
- Strong understanding and/or lived experience of Aboriginal and/or Torres Strait Islander cultures and communities
- Demonstrated ability to work with young Aboriginal mothers in a culturally appropriate and empowering manner
- Certificate IV in Community Services or a related area (or ability to demonstrate relevant skills and competencies to an equivalent standard)
- At least one year of relevant work experience
- Understanding of, and commitment to (a) cultural safety, and (b) trauma-informed and strength-based practice
- Excellent communication skills, both orally and in writing
- Demonstrated understanding of the issues facing young Aboriginal mothers and mothers of Aboriginal children in the Mt Druitt area
- Demonstrated administrative and organizational ability, including ability to prioritise
- Basic computer literacy and knowledge of basic office applications such as Word
- Friendly, approachable, empathetic and helpful manner
- Ability to work both independently and in a team environment
- Insider knowledge of and commitment to Aboriginal culture
- Current unrestricted Class C NSW Driver’s License

A current, valid NSW Working With Children Check clearance will be a condition of employment. Any offer of employment will also be subject to the provision to Baabayn of evidence of your relevant qualifications and a satisfactory National Police Check certificate.

You will be expected either to hold a current First Aid certificate and Aboriginal Mental Health First Aid Certificate or to acquire these as soon as possible after appointment.

The filling of this position is intended to constitute a special measure under section 8(1) of the *Racial Discrimination Act 1975 (Cth)*.

Baabayn Aboriginal Corporation considers that being Aboriginal is a genuine occupational requirement for this position under Section 14 of the Anti-Discrimination Act 1977 (NSW).

Baabayn Aboriginal Corporation considers that being a woman is a genuine occupational requirement for this position under Section 31 of the Anti-Discrimination Act 1977 (NSW).

PAY, CONDITIONS & DURATION OF EMPLOYMENT

If you are the successful applicant, we shall pay you at a pay-point that reflects your qualifications and experience within the Level Four range of the Social, Community, Home Care & Disability Services Award pay scale. Other conditions and benefits will be in accordance with the National Employment Standards and the above award. Salary packaging can be negotiated with our financial manager, preferably before your first payday with Baabayn.

Your contract will expire on Friday 16 July 2027. Extension of employment may be considered subject to funding, your performance, on-going need for the position and applicable legislation.

DETAILS OF ACCOUNTABILITIES

PROGRAMMING AND PLANNING

- Programming and planning weekly group sessions for the Mums for each school term. It is expected that the approx. 40 sessions over the school year will have a good overall balance between most of the following types of activity:
 - Workshops run by external instructors or facilitators focusing on practical life skills, e.g. parenting knowledge skills, health promotion/first aid knowledge, budgeting and money-management skills, awareness of legal rights, social emotional wellbeing etc;
 - Activities run by external facilitators aimed at supporting Mums with their career aspirations, e.g. resume-writing and interview skills workshops, building awareness of educational and training opportunities, encouraging Mums to identify and grow their individual talents, introductory training in business skills;
 - Hands-on engagement with culture through sewing, weaving, craft activities, painting and/or dancing.
- Including consultation with the Mums in the planning process, to ensure that their experience as to what they do and don't find helpful is given due consideration.
- Consulting Baabayn's Directors in timely fashion to ensure that programmed activities are approved at the planning stage.
- Being mindful of participants' literacy, numeracy and existing skills and knowledge so that program content is well adapted to their needs.

MAKING ARRANGEMENTS IN ADVANCE

- Issuing invitations to external instructors / facilitators to deliver workshops / series of workshops and negotiating the details with them.
- Preparing for each group session, ensuring (a) that the relevant staff member knows in good time what activity resources to order and (b) that when supplies are delivered they are securely stored until they are needed.
- Ensuring that spending remains within budget and that all invoices are sent to the correct e-mail address for payment.

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- Liaising with the staff members who order and prepare food for the Mums and Bubs on Wednesdays to ensure that adequate nutritious, healthy food is ordered for morning tea and lunch for both the mums and the bubs.

MANAGING THE RECRUITMENT AND INTAKE OF NEW PARTICIPANTS

- Preparing promotional materials and conducting outreach activities as appropriate from time to time.
- Answering inquiries about the program from prospective participants, external service providers and other community members.
- Processing referral / registration forms, contacting prospective new participants, and carrying out an appropriate intake process for those accepted, ensuring that photo consent forms and data storage consent forms are completed and securely stored.
- Consulting a Director when you are unsure about whether a particular Mum should be accepted into the program and making sure that you have a Director's approval before you refuse admission to anyone.

CONTRIBUTING TO EACH WEEKLY SESSION AND MONITORING PROGRAM DELIVERY

- Being present on Wednesdays throughout the group sessions except when it is necessary to conduct a conversation with a participant or external facilitator, instructor or service-provider in your office or another quiet space.
- Introducing guest speakers, contributing as appropriate to group sessions (e.g., by asking a question when you sense that some participants may not understand), conducting cultural activities with participants from time to time.
- Consulting the Mums at appropriate intervals to ensure that the program meets their needs, reflects their input and is interesting and relevant to them.
- Liaising with the educator team so that you are (a) aware of the content of the Bubs' program, (b) able to ensure that requests to buy resources are duly processed, and (c) able communicate any concerns to the designated Director.

ENGAGING SUPPORTIVELY WITH PROGRAM PARTICIPANTS AND REFERRING THEM APPROPRIATELY

- Maintaining professional conduct in all interactions with Mums & Bubs, colleagues, external service providers and members of the public.
- Listening respectfully and empathetically to anything that participants share about their lives, affirming their abilities and inviting them to meet with you separately if you sense that they would benefit from referral to more specialised support.
- Serving as first responder to Mums in distress or seeking individual help / guidance, referring them to the relevant Baabayn staff/other qualified professionals as appropriate.
- Maintaining appropriate professional boundaries with participants in the Mums' program, being careful **not** to engage with them outside your working hours.
- Being mindful that you should **not** try to provide professional services that you have not been trained to provide, have regular appointments with participants or attempt to meet their practical needs.
- Being sensitive to community and family politics where they could affect the delivery of your program.

FULFILLING EVALUATION AND REPORTING OBLIGATIONS

- Ensuring that attendance data and any other data required by the funding bodies are collected and securely stored.
- Entering data as required by the relevant funder in the Jesuit Social Services database.

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- Conducting evaluation surveys and/or focus groups and ensuring that required case studies are collected in good time for the periodical reports to funding bodies.
 - Contributing to drafting half-yearly reports to funding bodies.

GENERAL

- Contributing to the routine running of the Centre & performing other duties as assigned.
- Contributing to other programs and activities as requested.
- Working as part of a multidisciplinary team with a holistic approach.
- Participating in continuous improvement activities.

JOB DEMANDS CHECKLIST

All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given to them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to one of the Directors.

If you are the successful candidate, you will be expected to sign the following statement:

As the incumbent of this position, I confirm I have read the Position Description and Job Demands Checklist, understand their content and agree to work in accordance with the requirements of the position.

Employee Name: _____

Employee Signature _____ Date: _____

Director's Name: _____

Director's Signature _____ Date: _____

HOW TO APPLY

Complete applications will include the following, ideally in a single Word or PDF file:

- A covering letter explaining your interest in the position **in your own words**.
- A separate statement explaining why you think that you are the right person for this job. Please explain in writing how you meet the selection criteria set out above.

Please do not use AI—it will not help either you or us in the selection process.

- Your CV (resumé), preferably including the names and contact details of three professional referees.

Please upload your application materials as instructed by the job board, or email them to admin@baabayn.org.au.

Review of applications will commence in the week beginning 29 June 2026 and continue until the position is filled. Baabayn reserves the right to re-advertise the position, not to make an appointment, to correct any errors in this advertisement and not to shortlist incomplete applications.