

Position Description

Position title	: YolŲu Archive Community Outreach Officer
Reports to	: YolŲu Language Centre Managers
Employment type	: Part Time (0.47 FTE, 18 hrs per week)
Location	: Darwin & remote
Date	: June 2026
Salary Bank	: SCHADS Award Level 5 - 6
Approved by	: CEO & Co-CEO

ARDS overview

ARDS is a YolŲu led cross-cultural specialist organisation that has operated across Northeast Arnhem Land communities and homelands for the past 50 years.

ARDS' purpose is to increase YolŲu control of all aspects of YolŲu life through equal and genuine access to information, resources and decision-making. This work is delivered through five departments:

- **Community development & empowerment** - under the guidance of local Ųalapal (elders), we work to strengthen local capacity, confidence and control in areas such as health, social and emotional wellbeing, and parenting and families. We assist YolŲu families and communities to navigate and negotiate with government and dominant culture institutions. We develop ways for YolŲu and Balanda systems to work together.
- **Law and Justice** – we work to ensure that YolŲu Rom (law and culture) is respected and recognised by dominant culture institutions. Our work includes first language mediation services, Law and Justice groups and community courts and youth diversion and restorative justice services.
- **YolŲu region language centre** – our team supports local language custodians in keeping language strong. This includes through intergenerational language transmission

activities, resource development, language documentation, translation, training and language advocacy.

- **YolŬu Radio and Multimedia** – broadcasts to YolŬu communities and homelands. We create a range of creative media products and activities that celebrate YolŬu identity and strength and provide access to crucial information and stories in people’s first languages.
- **Cultural Competency Training** – developed to meet high demand for accessible and practical training for organisations and individuals working in East Arnhem Land, with ARDS offering a range of training formats to suit different organisational and personal learning needs.

Our approach is founded upon genuine and in-depth learning between Balanda and YolŬu worldviews and incorporates a contemporary understanding of culturally competent practice. By combining this skilled cross-cultural practice with adept language work, ARDS is able to effectively facilitate meaningful communication across cultures.

Over more than 50 years, ARDS has developed a strong reputation with government and private sector partners and enjoys broad community support amongst YolŬu in North-East Arnhem Land.

About the Role

ARDS is seeking an organised, people-oriented person for an exciting community archive project. The work is varied - spanning project work in the office, mentoring and collaborative work with colleagues, and time out bush working with communities across Northeast Arnhem Land. It will involve working as part of a small team of 3, joining the Language & Cultural Archives Coordinator and YolŬu Archive Community Facilitator.

ARDS’ YolŬu Language and Culture Archive is a collection of YolŬu language recordings, songlines, radio programs, books, education resources and other materials that have amassed over ARDS’ 50-year history. In 2025, ARDS was granted funding to organise these materials into a public access archive — designed specifically so YolŬu clans and communities can control and access their own heritage materials. The project has included a partnership with a university to future-proof the materials and metadata, and to develop a unique public access platform which allows for the access of materials in culturally appropriate ways.

The project is now at the stage of community sharing, testing and feedback and this role is designed around facilitating this important stage of the project as well as continuing the ongoing cataloguing and enrichment of archive materials.

The position is Darwin-based with regular travel to remote communities throughout the year. Travel is an important part of the role - applicants should be prepared to spend time in YolŬu communities, building relationships and carrying out community consultations.

Position responsibilities

Community Engagement

- Contribute to the planning of the community consultation stage of the archive project.
- Contribute to the design and facilitation of community consultation meetings where promotion, evaluation and feedback activities will take place relating to the archive project.
- Manage project logistics, including organising travel, liaising with community members and ordering supplies for meetings.
- Set-up and support ongoing community access and use of the archive.
- Contribute to the documenting of community engagement activities for grant reporting purposes.

Archive Management

- Contribute to the ongoing archiving and cataloguing of materials.
- Conduct regular sessions to teach ARDS staff to contribute materials to the archive.
- Work closely with and support colleagues, sharing skills including in computer use, file-management and data-entry.
- Contribute to the creation of practical workflows surrounding archive management.
- Carry out other duties as reasonably required.

Candidate requirements

To perform this role effectively, the successful candidate will demonstrate the following experience, knowledge, qualifications and skills.

Experience

Required

1. Demonstrated experience in cross-cultural communication and ability to work in multilingual environments
2. Demonstrated experience in training and mentoring
3. Demonstrated activity coordination experience, including workshop planning and facilitation, community consultation, preparing oral and written reports
4. Demonstrated experience using IT and other technical tools including data-management, Microsoft Excel and Windows
5. Demonstrated experience conducting project evaluation and feedback processes

Desirable

6. Experience working closely and collaboratively with Yolŋu or other First Nations people, having familiarity with the people and context of Northeast Arnhem Land
7. Experience explaining concepts and methodologies to people from different cultural backgrounds
8. Experience using Plain English for spoken and written communications
9. Experience using promotional tools (eg. social media, radio, online forums)
10. Experience in working with large volumes of data

Qualifications

Tertiary qualifications in relevant fields such as linguistics or archiving are preferred but not required where candidates have equivalent professional experience in a directly relevant field.

Skills & Abilities

Required

1. Strong interpersonal skills
2. Ability to work flexibly and positively as part of a team
3. Willingness and ability to develop and maintain open, reflective, cross-cultural relationships with Yolŋu staff, consultants and community members
4. Commitment to learning a Yolŋu language and its cultural context and to undertake self-directed learning to continue developing language skills

5. Ability to learn new software and data-management systems
6. Willingness to proactively learn and work through the methodology of ARDS
7. Self-motivated with the ability to plan, organise and complete activities
8. Problem solving abilities

Desirable

9. Ability to speak at least one YolŬu Matha language

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

Special requirements

- This role is based in Darwin. The successful applicant will be required to undertake regular travel to Northeast Arnhem Land communities and homelands.
- The successful applicant will also be required to:
 - Hold a current NT Working with Children Clearance Notice (Ochre Card);
 - Undertake a National Criminal History Check (a criminal history check will not exclude an applicant from the position unless it is relevant criminal history)
 - Hold or obtain a current NT Driver's license and ability to drive both manual and automatic vehicles.
 - Willingness to undertake 4WD training if necessary