

Position Description

Position title	: YolŲu Archive Community Facilitator
Reports to	: YolŲu Language Centre Managers
Employment type	: Part Time (0.4FTE - 15 hrs a week)
Location	: Darwin & remote
Date	: July 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 a rälpa djāmamirr with strong kinship networks in YolŬu communities to help advise and contribute to our YolŬu Archive project. The work is varied – there will be work in the office working with archive materials on the computer and also sharing our work with others, as well as time in communities and in Darwin, showing people the archive and getting their feedback. It will involve working as part of a small team of 3, joining the Language & Cultural Archives Coordinator and YolŬu Archive Community Outreach Officer.

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 djāmamirr will help advise and facilitate this important stage of the project. This djāmamirr will also add information to the archive and help YolŲu find things related to them.

The position is Darwin-based with regular travel to remote communities throughout the year.

Position responsibilities

Community Engagement

- Visit communities and run workshops and do consultations with team members about the archive
- Coordinate activities and meetings in communities
- Assist team members with project promotion, feedback and evaluation
- Advise team members on who to consult about archive materials and project questions

Archive Management

- Give cultural training and support to the archive team
- Create metadata (catalogue things in the archive)
- Assess materials and give information about materials (eg. who is speaking, what language, what is it about)
- 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.

Knowledge

Required

1. Knowledge of YolŲu languages and culture
2. Kinship networks in YolŲu communities
3. Knowledge of how YolŲu communities are organised
4. Knowledge of clans, languages, people and places of Northeast Arnhem Land
5. Demonstrated commitment to working respectfully and effectively with YolŲu and Balanda

Experience

Required

1. Demonstrated experience in cross-cultural communication and ability to work in multilingual environments
2. Experience in training and mentoring
3. Demonstrated activity coordination experience such as workshop planning
4. Ability to use a computer to manage files, enter information and do basic administration tasks
5. Experience in consulting in YolŲu communities
6. Conversational English speaking ability

Desirable

7. Experience in archiving or organising collections of materials
8. Experience in facilitating community access
9. Experience working closely and collaboratively with YolŲu and Balanda
10. Experience explaining YolŲu ways to Balanda
11. Experience using promotional tools (eg. Facebook, Youtube, radio)

Qualifications

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

Skills & Abilities

1. Ability to communicate well with YolŲu
2. YolŲu Matha reading and writing abilities (or ability to learn)
3. Commitment to keep learning all parts of the work
4. Ability to learn new software and data-management systems
5. Willingness to learn ARDS-ku Buyu
6. Be self-motivated with the ability to plan, organise and complete activities
7. Be a flexible, positive team-player

YolŲu are strongly encourage to apply for this role.

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)