

**Milindji Aboriginal Corporation
COORDINATOR**

POSITION DESCRIPTION

Position title:	Coordinator (1 of 2 Coordinator roles)
Work location:	Gapuwiyak, Northern Territory - would suit someone based in Nhulunbuy
Reports to:	Board of Directors - Milindji Aboriginal Corporation
Direct reports:	NA
Type of employment	Part-time 4 days (7.5hr per day) per week (30 hours)
Pay Guide:	Base salary: SCHADS Level 5 Pay Point 3 \$55.85 x 7.5hrs x 4 days x 52 wks = \$87,126 per annum Plus: - Superannuation 12 % - 17.5% annual leave loading Total = \$99,340
Other package items in addition to base:	- Annual Leave pro-rata - 6 weeks - Salary Sacrifice is available - Annual Airfare Allowance - Accommodation subsidy - Access to work vehicle

About Milindji Aboriginal Corporation

Milindji was formed by the traditional owners of Gapuwiyak, the Gupapuyngu: Liyalanmirri – Marrkula Traditional Owner (TO) to create a strong future for their children and other Yolngu living in the community. One of Milindji's core goals is to develop and generate local economic opportunities and community benefits through establishing sustainable small businesses and investments relevant to needs and interests of people in Gapuwiyak. The TO's have used income generated from their lease agreements (royalties) to grow this work. They have been supported by the NLC's Community Planning and Development program in the process.

About the role

This role is designed to work in partnership with a First Nations (Yolngu) identified Coordinator. This role is currently filled by a local Yolngu community member. It is very important to the Directors that they are employing Yolngu at Milindji. Both roles play an important role in the development of Milindji's operations and presence in Gapuwiyak and their business development. The immediate priorities of both roles are:

1. To deliver the commercial commitments of Nananguay Tourism which is the tourism arm of Milindji and continue to grow this enterprise
2. To establish and operationalise a mechanic service which has been as per its business plan
3. Manage community and off-community stakeholder relationships and support the establishment of Milindji's office base in Gapuwiyak.

Key Responsibilities

The two Coordinators will work together to deliver on the responsibilities of the roles. Depending on skills sets, experience, Yolngu knowledge and relationships it is anticipated that the tasks will be divided between the two coordinators, however on occasion either coordinator may need to take on tasks of the other role if required.

Grow current Milindji business ventures

- Continue to deliver, market and promote the cultural tourism products and enterprise as per the current Business Plan;
- Be the point of contact for all cultural tourism project partners and clients; manage on-line tour bookings
- Continue to operationalise, grow mechanic service business as per current Business Plan.

Manage community and off-community stakeholders,

- Maintain regular, open and respectful communication to stakeholders - both on and off the community
- Be the point of contact and communication on the ground for all Milindji business ventures and operations
- Participate in Gapuwiyak stakeholder meetings as required

Support the establishment of Milindji's office and operations in Gapuwiyak

- Grow the Milindji office presence and provide a stable, reliable and welcoming base from which to conduct and promote all business operations
- Work with an off-site accountant to facilitate payroll, payment of invoices etc and all other business financial management
- Manage all project and operational budgets
- Administer logistics, purchase and maintenance of operational assets which support business development and grow the Corporation,
- General office administration and development of good business systems

Provide support for other business development

- Work closely with the Milindji Directors to develop future businesses and opportunities for economic development in Gapuwiyak
- Write grants/ tenders as required to secure project funds

Support good governance

- Liaise with off-site governance support to enable good governance and compliance in line with CATSI Act and cultural governance as set by the Directors
- Continue to strengthen Milindji Aboriginal Corporation corporate governance and business training to ensure Yolngu are building skills and knowledge to grow their corporation

Selection Criteria:

1. Previous experience **working in Aboriginal communities with Aboriginal people** to support and help facilitate Aboriginal led enterprises and community based outcomes. Previous experience with Yolngu an advantage but not essential
2. **Highly developed cross cultural, 'ground up' interpersonal communication skills**, adult education training and development skills an advantage
3. Demonstrated experience in **setting up and managing an office**, business systems, on-line presence, people management and financial management
4. **Recent small business experience** in cultural tourism, mechanic and hospitality enterprises will be viewed favourably
5. A developed understanding of supporting both **Aboriginal cultural governance and CATSI Act compliance requirements**
6. Ability to be **resourceful, pragmatic, patient** and work with limited resources in a remote environment, with complex logistics and project management requirements.
7. Highly developed and respectful **communication skills and stakeholder management**

Applicants who can speak basic/fluent Yolngu Matha will be viewed favourably.

Must have:

- hold or be prepared to obtain
 - a valid Driver's Licence
 - a current Working with Children Check
 - a First Aid and/or CPR Certificate; and
- a Police Clearance Check
- experience driving on remote, unsealed roads in a 4WD vehicle

APPLICATION PROCESS:

Please provide:

- Recent CV with relevant work experience
- Cover letter addressing your interest in this role (no more than 2 pages)

Send to: Sally Clifford: milindji2023@gmail.com

For more information: Phone Sally on 0418 761 036