



ARDS
ABORIGINAL
CORPORATION

LANGUAGE CENTRE - YOLŲU RADIO - COMMUNITY CONTROL

Position Description

Position title	: Language Centre Djägamirr (Manager)
Reports to	: CEO
Employment type	: Part Time (0.8 FTE)
Location	: Darwin/Nhulunbuy
No. of direct reports	: 10+
Date	: September 2026
Approved by	: CEO
Salary band	: SCHADS Level 8

Position Purpose

The Language Centre Manager is responsible for the strategic and operational leadership of the ARDS Language and Resource Development programs, including the successful delivery of funded projects and the mentorship and support of a team of YolŲu and Balanda staff in line with the ARDS Strategic Plan. The YolŲu word we use at ARDS to describe a manager is Djägamirr, which means caretaker. The role truly encompasses the concept of a caretaker, whether that be in relation to staff needs, budgets, contractual responsibilities, or implementing the ARDS strategic plan.

The Language Centre Manager reports to the CEO and is part of the ARDS senior leadership team.

The Language Centre Manager works in partnership with a YolŲu Co-Manager who provides cultural authority, guidance and support in the facilitation of language and resource work. The YolŲu Manager co-leads the team alongside the Language Centre Manager.

The role coordinates and supports a growing team of approximately 14 staff, in addition to numerous casual language workers. The Manager is responsible for supporting staff to undertake work that is suitable, meaningful and engaging, supervising project activities, ensuring compliance with funding and reporting requirements, supporting high-quality service delivery across complex policy settings, contributing to strategic planning, role modelling best practice in line with the Board's expectations for cultural competency, and supporting staff wellbeing, professional development and training opportunities.

About ARDS

ARDS is a Yolŋu 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 Yolŋu control of all aspects of Yolŋu 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 ŋalapal (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 Yolŋu families and communities to navigate and negotiate with government and dominant culture institutions. We develop ways for Yolŋu and Balanda systems to work together.
- **Law and Justice** – we work to ensure that Yolŋu 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.
- **Yolŋu Region Language Centre** – our team supports local language custodians in keeping language strong. This includes intergenerational language transmission activities, resource development, language documentation, translation, training, and language advocacy.
- **Yolŋu Radio and Multimedia** – broadcasts to Yolŋu communities and homelands. We create a range of creative media products and activities that celebrate Yolŋu 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 Yolŋu 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 Yolŋu in North-East Arnhem Land.

Position Responsibilities

- **Strategic and operational management** – lead the development of plans for the delivery of departmental outcomes in line with the ARDS Strategic Plan, including developing and monitoring activity work plans and budgets.
- **Staff recruitment & management** – Provide culturally appropriate management and supervision to the language and resources team, which is primarily comprised of Indigenous language workers and linguists. Recruit new staff as needed, following ARDS recruitment processes. Manage staff in other areas of ARDS from time to time as required.

- **Language projects** – Manage the overall successful delivery of ARDS language and resource projects (including language documentation, language maintenance, language promotion and advocacy, translation, digital technologies, lexicon development and innovative resource creation). This includes ensuring projects comply with financial and legal requirements under grant agreements.
- **Linguistics** – ensure that ARDS language work complies with best practice linguistic and language management approaches. Build national and international relationships with other organisations engaged in similar work.
- **Training and mentoring** – support and mentor Yolŋu language workers and linguists in all areas of practice, including project management, directly or through the identification of suitable external trainers.
- **Organisational leadership** - Contribute to the ARDS senior leadership team and represent ARDS to external stakeholders and Aboriginal communities. Support other sections of ARDS to ensure that all aspects of ARDS work upholds high standards of cross-cultural communication and use of Indigenous languages.
- **Resource development and management** – oversee the development of high-quality resources using plain English and Aboriginal languages. Manage, promote and distribute existing ARDS resources, and ensure heritage materials are properly archived and accessible.
- **Fee-for-service work** – increase the volume of ARDS language-related fee-for-service work, which includes translation, Plain English re-scripting, resource creation & adaptation and cross-cultural training. Work together with the Corporate Services team to increase efficiencies and profitability of fee-for-service work.
- **Continuous improvement** - contribute to improving ARDS' business and administrative processes to support effective functioning of the organisation.
- Other duties as reasonably directed within the expectations of the position level.

Candidate requirements

The successful applicant will demonstrate:

Knowledge

Required:

- Demonstrated commitment to working respectfully and effectively with Aboriginal people, and an ability to articulate appreciation of other cultures, languages and worldviews.
- Ability and commitment to work in line with ARDS-ku buyu' (Our Values and How we Work), including listening to, championing and responding to Yolŋu Voices.
- Demonstrated knowledge of NT and Australian Government policy directions, initiatives and programs relating to Indigenous Australians, and an ability to respond to policy settings.

- Demonstrated knowledge of principles of language description, analysis, and documentation.
- Demonstrated knowledge of principles and practices in translation
- Demonstrated knowledge of principles in sociolinguistics and intercultural communication
- Demonstrated knowledge of current trends and practices in language maintenance and revitalisation work in Australia, including but not limited to Indigenous Cultural and Intellectual Protocol.

Preferred:

- Knowledge of Yolŋu languages and cultures
- Familiarity with the environmental and social-traditional background of Northeast and Central Arnhem Land.

Experience

Required

- Demonstrated experience applying culturally competent communication skills and ability to work successfully in multilingual environments.
- Demonstrated experience in staff management of a diverse team, preferably in a language-related context.
- Demonstrated success in project management, including meeting deadlines, budgets, and reporting requirements.
- Demonstrated experience working closely and collaboratively with Australian Indigenous people.
- Demonstrated experience in one or more relevant fields of linguistics; lexicography, literacy, translation, language documentation, bi-lingual education or language promotion/revitalisation.
- IT and other technology skills including MS Office, software for linguistics (eg: Toolbox, ELAN, etc.).

Preferred

- Professional project experience related to resource development.
- Experience explaining the workings of dominant culture systems
- Experience using Plain English for spoken and written communications
- Experience working with audio recording devices, studios and software (eg: ProTools), digital audio and digital communications tools (eg: internet and social media).
- Experience in resource publication (in any media).
- First-hand experience working in Yolŋu communities or similar context.

Qualifications

Preferred

Tertiary qualifications or experience in linguistics, particularly Australian languages.

Special requirements

- This position may be based in Nhulunbuy or Darwin. The Language and Resources Manager will undertake regular travel to Top End communities and homelands.
- The successful applicant will also be required to:
 - Hold a current NT Working with Children Clearance Notice (Ochre Card);
 - Undertake a Criminal History Check;

A criminal history check will not exclude an applicant from the position unless it is relevant criminal history.