



POSITION DESCRIPTION

Identified Indigenous Position Title:	Indigenous Projects Officer	
Location:	Bundaberg/Fraser Coast	
Employment Status:	Full time (this position will be -on-going subject to funding post 30 June 2021)	
Annual Salary:	To be negotiated under the Social and community services employee (annual salary package between 58,700 – 66,000 includes 9.5% superannuation) for 76-hour fortnight))	
Reports To:	General Manager	
Direct Reports:	Nil	
Key Relationships:	Internal:	WYLD Projects works, youth and participants.
	External:	WYLD Projects partners and stakeholders, government agencies, RTO's, employers, and all involved in project partnerships. Landholders and community members
Contact:	Mr Brad Crosbie – WYLD Projects General Manager (0405 382 981)	

About Us

WYLD Projects is a community based Non for Profit, registered through the Office of the Registrar of Indigenous Corporations (ORIC), delivering legacy based learning programs for Aboriginal and Torres Strait Islander youth aged 14-24. Our funded activities encompass the Bundaberg/Fraser Coast Region, providing project-based learning with links to Natural Resource Management and conservation agencies, social and emotional wellbeing services, youth mentoring camps focused on giving back to regional and remote communities, and youth services focused on transitioning youth into pathways of contextualised vocational training and sustainable employment opportunities while increasing secondary education completion rates.

About the Role

The Indigenous project officer will facilitate programs outlined in the Indigenous Advancement Strategy project descriptions, assisting in meeting all project KPI's, and milestones, while assisting to develop and deliver culturally appropriate mentoring programs, record/track attendances rates for youth at school, updating individual goals, while address barriers youth are experiencing. The Indigenous project officer will maintain flexible work hours to affectively engage Aboriginal and

Torres Strait Islander youth identified as at risk of disengagement, excluded, at risk or have entered into the juvenile justice system, youth requiring mentoring assistance, while engaging, parents/care givers, community organisations building relationships to transition youth from education, into further training and employment.

The project officer will be expected to have demonstrated experience in working with Aboriginal and Torres Strait Islander youth, with experience in Conservation Land Management. The successful applicant is required to hold a current Working with Children Blue Card and undertake a National Criminal History checks according with funding requirements.

Responsibilities

- Complies with applicable policy and procedural requirements.
- Maintains compliance with WYLD Projects systems and processes
- Works effectively within funding agreement, legislative and regulatory requirements to achieve outcomes for youth
- Enhance youth attendance and participation, support training and employment opportunities through cultural mentoring programs, goal setting, developing quality management systems for reporting and participatory project planning.
- Responds positively to feedback and performance reviews and can modify outputs accordingly.
- Guides, mentors and develops Aboriginal and Torres Strait Islander youth, volunteers, and people within the funded activities
- Shares professional contacts and information willingly to help break through youth barriers.
- Report weekly on activity performance, monitors and evaluates project outcomes using word processing, spreadsheets, data collection using Internet and Office suite applications.
- Manages project risk and develops mitigation strategies.
- Plans, organises, and priorities work schedules in advance
- Identify and liaise with community stakeholders/employers/training bodies to identify employment and training opportunities for participants

Capabilities

- Adheres to privacy act, regarding client confidentiality including personal and sensitive information
- Fosters cultural beliefs and customs, promoting ethical practices and encourages individual integrity
- Evaluates progress and identifies improvements to inform future projects and make efficiencies.
- Establishes performance outcomes and measures for key project goals, and defines monitoring, reporting and communication requirements.

- Contributes to achieving work objectives by guiding, coaching and mentoring Aboriginal and Torres Strait Islander youth, and team members.
- Regularly seeks opportunities to networks and collaborate with professional contacts.
- Determines priorities and schedules for others to achieve work outcomes by considering impact of work across other areas.
- Promotes a sense of purpose within the team and enables others to understand the strategic direction of WYLD Projects.
- Collaborates with the General Manager to meet all KPI's, setting clear performance targets, provides timely feedback and support to overcome challenges.

Licences

WYLD Projects workers are required to have an unrestricted driver licence and be prepared to obtain a manual driver's licence if they do not already have one. Workers are required to drive WYLD Projects vehicle, including four-wheel drives as part of their day-to-day and field work.

Qualifications

- Minimum Cert III Community Services or equivalent highly desirable.
- Minimum Cert III Conservation Land Management highly desirable

Employment Screening

Employment screening will occur for this role, which will require 2 recent contactable referees relevant to the position you're applying for. All workers of WYLD Projects are required to hold a current Working with Children Blue Card and undertake a National Criminal History check to be successful in the position. Volunteers will at a minimum be required to hold a current Working with Children Blue Card, with the currency of the blue card monitored throughout the employment volunteering period.

Performance Measures

Specialised Job Knowledge / Experience / Demonstrated Ability

- Demonstrated ability to facilitate youth developmental programs, assisting Aboriginal and Torres Strait Islander youth aged 14-24 to transition through education, obtaining further training and employment opportunities.
- Understanding and demonstrated experience of cultural practices and protocols and working with Aboriginal and Torres Strait Islander people.
- Understanding of Child Protection Act, OH/S legislation and practices.
- Demonstrated experience in the use of email, word processing, spreadsheets, data collection using Internet and Office suite applications is essential.
- Demonstrated ability to work independently and as part of a multidisciplinary team.

- Demonstrated ability to operate in an environment of change where impacts may need to be managed in terms of effect on both staff and stakeholders.
- Demonstrated time management skills.
- Demonstrated experience in Conservation Land Management.
- Demonstrated communication skills including empathy, listening, negotiating, influencing and professional nurturing.

Closing date: 4.30pm, Friday 18th January 2018.

Successful applications will be short listed for a panel interview Wednesday 23rd January 2019

Please address in writing, the **Specialised Job Knowledge / Experience / Demonstrated Ability**, noting your experience in all of the above, attaching a copy of your resume with a minimum of 2 recent and contactable references.

General Manager Brad Crosbie – brad@wyldprojects.org

Mobile: 0405382981

Description Prepared by	Agreed by Incumbent:	Agreed by General Manager:
Date	Date	Date