

Position Description

Campaign Project Officer – Orange NSW

Position title:	Campaign Project Officer
Position Location:	Orange
Employment load:	Full time; 12 month contract position, contract length may vary subject to continued funding
Reports to:	NSW lead
Direct reports:	Campaign Coordinator, Literacy Facilitators, Survey Workers, Campaign Assistant
Application deadline:	Sunday 29 September 2024
Position start date:	October 2024
Salary range	\$85,000 - 90,000 per annum plus superannuation and salary packaging

About the Literacy for Life Foundation

Literacy for Life Foundation is a dynamic, Aboriginal-run organisation achieving grass-roots change. We work to ensure Aboriginal and Torres Strait Islander adults have the literacy, learning and digital skills necessary to achieve community-wide improvements in health, wellbeing, education, justice, employment and to achieve genuine self-determination.

Operating since 2012, we continue to build a comprehensive evidence base supporting First Nations adult literacy in First Nations hands.

Highlights include:

- More than 15 communities, across QLD, NT and NSW have led community-based training that has delivered genuine improvement in reading, writing and digital skills.
- 100+ local Aboriginal staff trained and employed – contributing to the development of a local adult education workforce.
- 400+ students have completed training.
- Retention rates are at least 30 x better than existing adult literacy training results for First Nations learners in other programs.

- Strong support from communities and other First Nations organisations.
- 10+ year track record of independent evaluation and research – illustrating the effectiveness of Aboriginal Community Control.
- Delivering improvements in health, wellbeing, education, employment, justice and increased self-determination.

Learn more at www.lflf.org.au

Position Brief

The Campaign Project Officer will help recruit and train local staff to deliver the Campaign as well as ensuring community leaders and representatives can participate in Campaign decisions and delivery through the community governance group.

Candidate Profile

Community is at the heart of what we do. To be a successful member of the Literacy for Life Foundation you will be committed to advancing positive outcomes for Aboriginal and Torres Strait Islander peoples through the transformative power of literacy for people's lives, communities and broader social equity. You will be a passionate changemaker and advocate for social justice and the rights of First Nations people.

To be successful in this position, you will be a collaborative, flexible and highly-motivated community educator and organiser with a positive approach who can recognise and support the unique strengths and challenges of individuals and communities. You can skilfully navigate dynamic and diverse environments and successfully build and maintain a supportive work environment.

Primary Responsibilities

- Planning, organisation and administration of the Campaign and Campaign budget
- Implementing the 3 phases of the Campaign using a community development approach adapted to the local context
- Socialisation and Mobilisation of the Campaign with the Aboriginal community, including overseeing a community literacy survey and recruiting local Campaign staff
- Establishing a community of supporters for the Campaign, including community organisations, relevant service providers, agencies and businesses
- Planning and implementing a coordinated strategy to develop the Campaign Coordinator to acquire the skills over time to coordinate the 3 phases of the Campaign, including administrative tasks and problem solving

- Supervising local staff and supporting their development in the skills needed in their roles
- Working collaboratively to monitor and assess student progress
- Developing and implementing a program of structured, literacy-based activities including work experience
- Participating in team meetings, evaluation workshops and an ongoing professional development program including induction and orientation programs
- Managing the proper reporting of Campaign data
- Providing progress reports to the NSW, Lead
- Reasonable other duties as required by the NSW Lead, and Executive Director

Selection Criteria

Essential

1. Experience in adult education, community development or language, literacy, numeracy and digital literacy (LLND) training with relevant tertiary qualification in one of these areas or equivalent
2. Sound administrative, communication, computing and project management skills
3. Current driver's license

Desirable

1. Experience working with First Nations people
2. Experience managing a small team
3. Experience working for a community development or not-for-profit organisation

How to Apply

To apply for this position, send your CV and a cover letter addressing the selection criteria and primary responsibilities to admin@lflf.org.au

For more information contact Jamie Pomfrett on 0413 909 394 or at jamie.pomfrett@lflf.org.au

Applications close on Sunday 29 September 2024

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