

Position Description

Campaign Project Officer – Orange NSW

Position title:	Campaign Project Officer
Position Location:	Orange
Employment load:	Full time; 2 year contract position, with possibility of extension
Reports to:	NSW lead
Direct reports:	Campaign Coordinator, Literacy Facilitators, Survey Workers, Campaign Assistant
Application deadline:	Wednesday 30th October 2024
Position start date:	November 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.
- 470+ 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.
- 12+ 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 recruit, train and support local staff to run the Campaign. They will also ensure that community leaders and representatives are involved in making decisions and delivering the Campaign through the community governance group.

Candidate Profile

At the Literacy for Life Foundation, community is at the core of everything we do. To be a great fit for this role, you need to be dedicated to creating positive change for Aboriginal and Torres Strait Islander peoples through the power of literacy. You should be passionate about social justice and the rights of First Nations people.

To succeed in this role, you'll need to be a team player who is flexible, highly motivated, and committed to supporting individuals and communities. You should be good at understanding the unique strengths and challenges of the people you work with. You'll also need to adapt to different situations and build a supportive, positive work environment.

Primary Responsibilities

- Plan, organise, and manage the Campaign and its budget.
- Run the 3 phases of the Campaign using a community-based approach adapted to the local area.
- Promote and engage the Aboriginal community in the Campaign, oversee a community literacy survey, and recruit local staff for the Campaign.
- Build a network of support for the Campaign, including community groups, service providers, agencies, and businesses.
- Help the Campaign Coordinator develop the skills needed to manage all 3 phases of the Campaign, including admin tasks and problem-solving.
- Supervise local staff and support their development in the skills needed for their jobs.
- Work together to monitor and assess student progress.

- Plan and carry out literacy-based activities, including work experience opportunities.
- Take part in team meetings, evaluation workshops, and ongoing professional development programs like orientation and induction.
- Provide timely and accurate reporting of Campaign data.
- Provide progress updates to the NSW Lead.
- Perform other reasonable tasks 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 0413909394 or at jamie.pomfrett@lflf.org.au

Applications close on Wednesday 30th October 2024

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