

## Position Description *Literacy Campaign Officer – Corrections*

- Position title: *Literacy Campaign Officer - Corrections*
- Position Location: Windsor
- Employment load: Full time; 12 month contract position, with possibility of extension
- Reports to: NSW Lead
- Direct reports: First Nations Inmate Mentors
- Application deadline: 5pm, Tuesday 4th Feb 2025
- Position start date: February 2025
- 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](http://www.lflf.org.au)

### Position Brief

The Literacy for Life Foundation has a proven track record of improving literacy in Aboriginal communities. In partnership with NSW Corrections, we are developing an innovative pilot program aimed at reducing recidivism by improving literacy levels among First Nations inmates.

The Campaign Project Officer will play a pivotal role in adapting and delivering our proven

literacy approach to ensure the pilot's success. Using strong facilitation skills and an understanding of adult learning principles, they will work closely with Aboriginal mentor inmates to support positive learner outcomes. The role also requires a collaborative approach, engaging with partnership stakeholders to ensure the smooth and effective implementation of the pilot campaign.

### Candidate Profile

At the Literacy for Life Foundation, community is at the heart of everything we do. To excel in this role, you should be passionate about creating positive change for Aboriginal and Torres Strait Islander peoples through literacy. A commitment to social justice and the rights of First Nations people is essential.

We are seeking someone with a solid understanding of adult learning principles who can work both independently and collaboratively. You'll need to be adaptable, highly motivated, and committed to achieving positive learner outcomes in challenging contexts. Your ability to implement a proven methodology while tailoring it to new contexts will be key to fostering a supportive and effective learning environment.

### Primary Responsibilities

- Coordinate the 3 phases of the Campaign, supporting adaptation of each phase to the Corrections context
- Plan and deliver the *Yes I Can* Classes
- Monitor, assess and promote learner progress
- Train and support the Inmate mentors
- Manage relationships with stakeholders across the partnership
- Complete administrative functions such as compliance, reporting, budgeting
- 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. Police Check
4. Current driver's license.

#### Desirable

1. Experience working with First Nations people

2. Experience working in a Corrections environment
3. Experience working for a community development or not-for-profit organisation.

### How to Apply

To apply for this position, email [admin@lff.org.au](mailto:admin@lff.org.au) your CV and a cover letter that briefly outlines your interest and suitability for the role.

For more information contact Jamie Pomfrett on 0413909394 or at [jamie.pomfrett@lff.org.au](mailto:jamie.pomfrett@lff.org.au)

**Applications close on Tuesday 4th February 2025 at 5pm.**

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