

## Position Description:

### **Queensland Lead, Literacy for Life Foundation.**

<b>Position title:</b>	Queensland Lead
<b>Position Location:</b>	Cairns or surrounding Far North Queensland based/WFH
<b>Employment load:</b>	Full time
<b>Reports to:</b>	Executive Director
<b>Direct reports:</b>	Campaign Project Officers and Campaign Coordinators in each location

***Aboriginal and Torres Strait Islander people are strongly encouraged to apply. Interested applicants who do not meet all of the listed criteria are encouraged to apply.***

### **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 support communities to take the lead in putting First Nations adult literacy in First Nations hands.

Highlights include:

- More than 17 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.
- 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](http://www.lflf.org.au)

### **Position Brief**

The Queensland Lead will oversee the implementation of the Literacy for Life Foundation's Aboriginal Adult Literacy Campaigns in four communities across Far North Queensland: Cairns, Yarrabah, Mossman and Mapoon.

### **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 an adept community development professional who has significant management experience and a track record working alongside Aboriginal and Torres Strait Islander communities. You will be able to engage with a diverse range of stakeholders and can effectively build local leadership and agency. You will be comfortable working autonomously as well as collaboratively and your excellent communication and organisation skills will ensure you can juggle multiple priorities and problem solve on the go.

### Primary Responsibilities

- Oversee the implementation of the Literacy for Life Foundation's Aboriginal Adult Literacy Campaigns in QLD;
- Support recruitment, training and ongoing work of Campaign Project Officers to deliver the three phases of the Aboriginal Adult Literacy Campaign;
- Provide hands-on, face-to-face support for each Campaign team in the region as required (this involves travel between four Far North QLD Campaign communities);
- Engage with stakeholders in each Campaign community and across the region to build awareness of low adult literacy and its impacts as well as the capacity and capabilities to lead literacy Campaigns in their communities. This will include supporting the establishment/identification and ongoing involvement of local Campaign governance groups in each community;
- Work as part of a team to support the strategic direction of the Literacy for Life Foundation by helping to identify and scope new Campaign sites and opportunities in the region and develop implementation plans;
- Contribute to reporting, advocacy and promotion of the work of the Literacy for Life Foundation and the achievement of its goals.

### Selection Criteria

#### Essential

1. Demonstrated management experience in community development;
2. Demonstrated experience working in/with Aboriginal and/or Torres Strait Islander communities;
3. Strong interpersonal and people management skills and experience;
4. Experience managing budgets;
5. Strong administration, IT, organisation and problem-solving skills;
6. A C-class driver license;
7. Ability to travel;
8. Ability to work both collaboratively and independently in a dynamic team environment, preferably with experience coordinating across locations and/or working remotely.

#### Desirable

1. Tertiary qualifications in education, community development or other relevant discipline;
2. Experience and/or training in trauma-informed practice.
3. Established network in First Nations education, community development, etc.
4. Police check or ability/willingness to get one

### How to Apply

To apply for this position, send your CV and a brief cover letter to [admin@lflf.org.au](mailto:admin@lflf.org.au).

For enquiries please phone Frances on 0457 491 330 or email [frances.merity@lflf.org.au](mailto:frances.merity@lflf.org.au).

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