

# Expression of Interest

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## NSW Aboriginal Education Consultative Group Inc.

### Is this the Job for you?

The NSW Aboriginal Education Consultative Group Inc. (NSW AECG) is looking for a highly motivated well organised person to join our team. If you believe this, is you, then we'd love to hear from you.

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**Position:** Connecting to Country – Program Manager

**Location:** Stanmore, Sydney NSW 2048 – or by negotiation

**Salary:** Remuneration package valued *up* to **\$100,000.00** per annum based on demonstrated and proven experience. Includes employer's contribution to superannuation.

**Employment:** A two-year contract will be offered to the successful candidate, with the possibility of an extension.

Please forward your expression of interest which addresses all the position criteria along with your resume to:

Catherine Trindall  
President  
NSW AECG Inc.  
37 Cavendish Street, Stanmore NSW 2048  
E: [catherine.trindall@aecg.nsw.edu.au](mailto:catherine.trindall@aecg.nsw.edu.au)

**By: COB – Friday, 29<sup>TH</sup> April 2022**

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### PURPOSE OF THE POSITION:

Responsible for providing high-level management and support across all levels of the organisation to co-ordinate and manage the NSW AECG Connecting to Country Program.

The NSW AECG Inc. is a not-for-profit community controlled Aboriginal organisation that provides advice on all matters relevant to education and training with the mandate that this advice represents the Aboriginal community viewpoint.

The NSW AECG Inc. promotes respect, empowerment and self-determination and believes the process of collaborative consultation is integral to equal partnership and is fundamental to the achievement of equality.

The NSW Aboriginal Education Consultative Group Inc. advocates cultural affirmation, integrity and the pursuit of equality to ensure that the unique and diverse identity of Aboriginal students is recognised and valued.

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### ORGANISATIONAL CONTEXT OF THE POSITION:

The primary role of the Manager, Connecting to Country is to promote, support, coordinate and guide the active participation of both Local and Regional AECG members to deliver localised and contextualized professional and culturally responsive training.

This will be delivered through the Connected to Country Program and will provide advice on all matters relating to the Cultural education and training components of the program.

This role is critical to the functioning of the organisation as this position will provide high level organisational leadership for the successful implementation of the program and will be responsible for the oversight and evaluation of the program.

The Manager will be responsible for a small team and must have acknowledged and demonstrated leadership qualities and exceptional organisational and interpersonal skills.

The position reports directly to the President of the NSW AECG Inc.

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### Essential Criteria

- **Aboriginality:** this is an identified position under Section 14 (d) of the Anti-Discrimination Act 1977.
- Have sound knowledge of the NSW AECG Inc. governance structures, core objectives and knowledge of issues affecting Aboriginal education and training within Aboriginal communities.
- Demonstrated understanding of the NSW AECGs Connecting to Country program
- Demonstrated time management and organisational skills with experience meeting tight deadlines and reporting requirements.
- Experience in working across a diverse range of Aboriginal and non- Aboriginal community groups and organisations.
- High level information technology, oral and written communication skills.
- Demonstrated negotiation, liaison and interpersonal skills.
- Supervisory experience
- Ability to monitor budgets
- Full COVID vaccinations
- NSW Driver's License and ability to travel within NSW and interstate as required.
- A current NSW Working with Children Check clearance for paid employment & National Criminal History Check or willingness to obtain.



### KEY RESPONSIBILITIES/ ACCOUNTABILITIES:

Work in partnership with key and major stakeholders including all of the NSW AECG networks and where necessary, Coalition of Peak Organisations (CAPO), Government, non-government and independent organisations.

Act when requested as a spokesperson for the NSW AECG Inc. in relation to the Connecting to Country Program at key meetings and forums to provide advice to key stakeholders and Aboriginal Community members across all sectors pertaining to the Aboriginal Education and Training from an AECG Inc perspective.

### FUNCTIONS:

- Provide strategic advice to the President on key issues impacting on the delivery of the Connecting to Country Program
- Provide leadership support to Local and Regional AECGs requesting deliver of the program
- Provide support, supervision, direction and management to staff aligned with the Connecting to Country Program
- Oversee and deliver the monitoring, evaluation and reporting deadlines required of the program
- Provide support to the President and to the secretariat when requested

