

Expressions of Interest

Focused Programs Manager

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.

Position: NSW AECG Focused Programs Manager

Location: Stanmore, (Preferred) Sydney NSW 2048- or by negotiation

Salary: Remuneration package valued up to \$100,000 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.

Position Criteria: (Essential)

- Sound knowledge of the NSW AECG, it's governance structures and core objectives.
- Sound knowledge of issues impacting on the quality of education for Aboriginal communities.
- Demonstrated experience managing and completing large complex education related projects
- Demonstrated experience working closely with Aboriginal communities, supporting community driven education initiatives
- Information Technology, oral and written communication skills
- Demonstrated high level advocacy, negotiation, liaison, and interpersonal skills
- Ability or willingness to learn to develop and deliver professional training programs
- Ability or willingness to learn to undertake evaluation and analysis to support the NSW AECG's advocacy for improvements to the ECE sector
- 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.

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

**Trish Daniel Executive Assistant (R) NSW AECG Inc. 37 Cavendish Street,
Stanmore NSW 2048 E: trish.daniel@aecg.nsw.edu.au**

By: COB - Friday 23 September 2022

Expressions of Interest

Focused Programs Manager

Position Description

Purpose of the Position:

Responsible to the NSW Aboriginal Education Consultative Group (AECG) President, the Program Manager will support the NSW AECG and Aboriginal communities in NSW to sustain and grow the existing Local Coalition of Aboriginal Peak Organisations (CAPO) governed education centre in Orange (Ngunrang-gu Yalbilinya) and to establish an additional Local CAPO led Education Centre in NSW. The Program Manager will manage the NSW AECG's advocacy, consultations, evaluation and where needed professional training processes required to sustain, grow and expand Local CAPO led Education Centres in NSW.

Organisational Context of the Position:

The NSW AECG Inc. is a non-profit 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 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 AECG advocates cultural affirmation, integrity and the pursuit of equality to ensure that the unique and diverse identity of Aboriginal students is recognised and valued.

This role will work closely with State, Regional and Local AECGs, along with Local CAPOs and State CAPO to support and build effective engagement and local governance for Local CAPO led education models.

Expressions of Interest

Focused Programs Manager

Position Description

When necessary the Program Manager will be required to travel to Orange and additional locations in NSW to work closely with Local AECGs, Local CAPO networks and NSW Department of Education to:

- support and progress relevant advocacy needs;
- deliver and support professional learning and targeted training
- undertake analysis/evaluations to support improvement of Local CAPO led Education Centres
- establish an additional Local CAPO led Education Centre in NSW

Success in this role will result in improved educational opportunities for NSW Aboriginal communities. This will include sustaining and growing the NgY program in Orange and the establishment of an additional Local CAPO Education Centre in NSW with the intention of developing a platform for the future growth of Local CAPO led Education Centres across NSW. Success in this role will support local Aboriginal community leadership to provide alternative culturally safe educational opportunities.

Key Responsibilities/Accountabilities:

- Undertake analysis and advocacy to support implementation and successful outcomes for the Ngurang-gu Yalbilinya program
- Manage the establishment of an additional local NSW AECGs and CAPO led Education Centre in NSW
- Lead, coordinate and/or support evaluation and research to document and share program outcomes and community and student experience of Local NSW AECGs and CAPO led Education Centres
- Establish Memorandums of Understanding or other formal agreements between Local CAPOs and the NSW Department of Education to support implementation and growth of Local NSW AECGs and CAPO led Education Centres
- Where required support and/or coordinate establishment of Local CAPO governance for Local CAPOs, Local NSW AECGs and CAPO led Education Centres
- Report to and liaise closely with Local AECG Presidents, Local CAPO and where required NSW CAPO
- When required liaise with School Principals and relevant Department of Education leadership staff
- Report to NSW AECG's President and Executive Officer on success stories, issues and matters of importance concerning outcomes, sustainability and growth of Local NSW AECGs and CAPO led Education Centres
- Report biannually to the Paul Ramsay Foundation on progress under the NSW AECG Paul Ramsay Foundation Grant Agreement
- Lead on and/or support the drafting of relevant media publications and engagements
- When required, attend relevant NSW Department of Education and non-government organisation meetings to advocate on behalf of the establishment, growth and sustainability needs of Local NSW AECGs and CAPO Education Centres.
- Lead and/or support the development and delivery of staff professional learning programs for staff working within Local NSW AECGs and CAPO led Education Centres
- If required, deliver presentations for NSW AECG Regional Presidents, State and AGM/GM meetings
- The position reports directly to the President and/or Executive Officer of the NSW AECG Inc.