

Expressions of Interest

Girls Academy - Program 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: Girls Academy - Program Manager

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

Salary: Remuneration package valued up to \$125,00 based on demonstrated and proven experience includes employers' contribution to superannuation.

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

Position Criteria: (Essential)

- Aboriginality: this is an identified position under Section 14 (d) of the Anti-Discrimination Act 1977.
- Have sound knowledge of the NSW AECG, it's governance structures and core objectives or willingness to learn.
- Proven skills and ability to coordinate a program that will assist female students to develop values, that will assist them to achieve better life outcomes in attaining educational and/or training qualifications or gaining meaningful employment.
- Demonstrated administration skills to coordinate mentoring support delivery services for female Aboriginal students
- Understanding of how to re-engage and maintain Year 7 to Year 12 female Aboriginal students with education enrolled in the Girls Academy Program
- Confident with public speaking and proven presentation skills
- Demonstrated and proven 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.
- Proven and demonstrated abilities to work with and manage a small team and to work individually
- High level Information Technology, oral and written communication skills.
- Demonstrated negotiation, liaison, and interpersonal skills.
- Full COVID vaccinations
- Full NSW Drivers License and ability to travel within NSW and interstate as required
- Be able to travel frequently throughout the state (Overnight)
- A valid and current Working with Children Check

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.