Mungoorbada Aboriginal Corporation (MAC) is the local Aboriginal corporation incorporated through ORIC and delivers contracts, services & support in Robinson River & Outstations on the Garawa Aboriginal Land Trust 145kms to the East by road from Borroloola in the Gulf of Carpentaria, NT. MAC was incorporated in 1990 and has a long history of contract & service delivery in the region and is repositioning itself for greater scope & collaboration on service provision as the corporation grows and develops. MAC will be the contractor to deliver the Australian Government Community Development Program (CDP) to Robinson River and surrounding Outstations in the Gulf of Carpentaria.

MAC is seeking Expressions of Interest from suitably qualified people for a CDP Co-Ordinator to join our organisation to deliver positive outcomes for CDP participants, and our community within Aboriginal Australia and the beautiful Gulf country of the NT.

MAC is looking to recruit as suitably qualified person to work with us to deliver the program. There is a significant amount of stakeholder engagement with the role as it will be a requirement to work both in the program & on the program.

The successful candidate needs to be self-driven and can motivate participants, employers, colleagues and other relevant stakeholders.

**Responsibilities for this position include:**

* Understanding of the contractual obligations & compliance of the program.
* Relationship building.  This is a people focussed role and the ability to build trust and manage needs & expectations for participants and community is a focus.
* Ensure all legislative requirements associated with the CDP operations are compliant for reporting to all stakeholders under MAC policy and the relevant laws of the contract.
* Benchmark & improve processes for contract performance.
* Analysis & reporting of CDP activities to mitigate risk.
* Deliver employment outcomes for participants through training and capacity building.
* Co-ordinate & support the evidence requirements for attendance, compliance and wage subsidy for participants.
* Post placement support for placed employment.
* Job plans & case management for participants.
* Deliver contract KPI’s
* Talent identification and development

**To be successful for this position, you will need the following:**

* Be an Australian citizen or Permanent resident, with a current driver’s license.
* Highly developed pragmatic problem solving & analytical skills.
* High level computer skills. Emphasis on MS Suite of programs
* Strong skills in reporting & aural presentation
* Good planning skills
* Process is important for program delivery. Good practice & continuous improvement relevant to the program will ensure success.
* Previous experience in a similar role within community services & development.
* An understanding of Indigenous culture and living in a remote indigenous community environment.
* Proven ability for self-reflection and continuous improvement.
* Formal qualifications or demonstrated history in Community development, Business or Project Management.
* Sound understanding of CDP and other government programs and a willingness to learn and develop in this area.
* Experience managing a team, with emphasis given to cross cultural or indigenous diversity in the team.

If you would like to be considered a candidate for this role, please forward your CV/Resume and a covering letter through.

 Applications Close on Tuesday 25th June 2019