

YOLNGU NATIONS ASSEMBLY ABORIGINAL CORPORATION

General Secretary Position Description

Employer:	Yolngu Nations Assembly (YNA) Aboriginal Corporation
Location:	Nhulunbuy, Northern Territory
Job Title:	General Secretary
Immediate Supervisor:	Board of Directors - YNA Aboriginal Corporation
Status and hours:	Full time (38 hours per week)
Gross Base Salary:	\$80 000, plus 9.5% Superannuation
Term of employment:	18 months (January 2018 – July 2019), with possibility of extension

Context:

Yolngu Nations Assembly Aboriginal Corporation (YNA AC) is a governance, advocacy, unity and solidarity charitable-organisation based in Arnhem Land, Northern Territory.

YNA AC has been developed by Yolngu elders as an organisation that is respectful of the Maḏayin system of law - the traditional law system of Yolngu people of North East Arnhem land. YNA AC aims to respect and empower existing democratic tribal governance jurisdictions, facilitate the interests and rights of Yolngu people, provide an accessible diplomatic agency for outside groups, and enable good governance outcomes that empower and progress Yolngu society.

After a period of establishment and development of the organisation, YNA AC is now at a stage to recruit a General Secretary, the corporation's first full-time employment position. The General Secretary will be based in Nhulunbuy, NT, where YNA AC's office base is developing.

Position Summary:

The General Secretary will manage all activities of YNA AC, and provide key leadership in the current stage of development of the organisation. The General Secretary will work closely with YNA AC Directors and Members, who are Yolngu elders and clan leaders from across East Arnhem Land. The role also entails developing networks and partnerships with stakeholders or other relevant organisations, to strengthen the work of YNA AC.

The YNA AC General Secretary position is full time with a salary of \$80,000 per annum. The position is available for 18 months (mid-January 2018 – July 2019), and may be extended

dependent on ongoing funding arrangements. Regional travel is expected. Other workplace benefits 6 weeks annual pro rata leave.

Key Responsibilities:

- Manage the affairs of YNA AC under the supervision and direction of the corporation's Board
- Manage, monitor and report to the Board on YNA AC's compliance with all statutory, funding, grant and contractual requirements
- Maintain administrative and budgetary requirements of YNA AC
- Oversee the development and implementation of plans, policies and proposals in support of the corporation's objectives and which reflect the policy decisions and strategic directions set by the Board
- Provide high level process and option related advice to the Board
- Facilitate corporate actions in advocacy, policy development, resourcing and service related projects with the Board and membership of YNA AC
- Pro-actively source and secure funding and/or financial partnerships, to support and expand the corporation's existing operations and towards sustainability for future operations
- Liaise with stakeholders, and advocate and network on behalf of the corporation, to develop partnerships, collaborations and opportunities to advance the objects of YNA AC
- Help maintain organisational governance to a high standard
- Ensure regular network communications, through YNA website, social media, newsletters or other means, as well as through meetings at the community level
- Other tasks as may be directed by the YNA Aboriginal Corporation Board

Selection Criteria

- Tertiary qualifications in a relevant field, or demonstrated knowledge and experience in a relevant field, such as community development, community-based organisation sectors, or management experience.
- Knowledge and understanding, or ability to acquire knowledge and understanding, of Yolngu people and their culture. Yolngu language skills are preferable.
- Demonstrated high-level communication skills in a cross-cultural setting, including: providing oral advice, report writing skills, active listening skills.
- Demonstrated ability to develop, implement and manage plans or projects to conclusion.
- A capacity to maintain budgets, administrative skills, and general computer literacy skills.
- Ability to work independently in a complex linguistic, cultural and socio-economic environment that is East Arnhem Land.
- Demonstrated ability to network and establish effective working relationships, collaborations or partnerships with other services and organisations.

Application

To be considered for this position, applicants must provide:

1. A brief Resume outlining general education and employment history and experience;
and
2. A written application addressing the selection criteria (maximum 4 pages), supported by contact details of three referees.

Please email these documents to admin@yolngunations.org by **Friday 8 December 2017**.

For further information on this position, please direct enquiries to Tracey White on 0447 126 860 or admin@yolngunations.org.