



## WALTJA REMOTE PROGRAMS COORDINATOR – RECRUITMENT INFORMATION

<b>Position:</b>	<b>Remote Programs Coordinator</b>
Reports to:	Chief Executive Officer
Supervises:	Youth and Families team, supports other remote programs
Contracted time:	30-38 hrs (negotiable), permanent
Position based at:	Waltja office, 3 Ghan Rd Alice Springs
Travel Required:	Occasional travel to remote communities may be required

### **Job Summary:**

This senior position provides program coordination and support to Waltja’s remote programs. These programs support children, youth and families and disability clients in specific communities across the Central Australian region, linked to grant-funded program objectives. This position will provide administrative and logistical coordination to meet program KPIs, and will support fieldwork staff to plan and manage timetables, workloads and documentation. This position will also provide coordination and logistical support for occasional smaller short-term projects.

The Remote Programs Coordinator will work in collaboration with the Case Management Coordinator (whose role is to provide supervision and professional development to fieldworkers in relation to client case management).

### **Duties and Responsibilities:**

1. Coordination of program planning, monitoring and evaluation, in collaboration with program staff and in accordance with Waltja values and program KPIs.
2. Provide logistical support to each program area in: scheduling and organising events, activities, and remote travel; managing employment and payment of casual community workers; managing expenditure within budgets; appropriate use of resources and equipment; promotion of events/activities; and maintenance of stakeholder networks.
3. Ensure that the Youth and Families program activities and outcomes are documented according to Waltja protocols and program reporting requirements, including DEX reporting, quarterly reports, annual program Activity Work Plans Activity Reports, and program acquittals; assist senior Disability program staff as required to meet their documentation and reporting requirements.
4. Prepare submissions for additional project funding related to remote services and programs, in line with Waltja's values and identified areas of interest.
5. Work in partnership with the Case Management Coordinator to ensure integrated support for remote program staff in meeting client engagement/case management requirements as well as program KPIs and Waltja organisational objectives.



6. Ensure program staff are aware of and comply with Waltja policies, procedures; assist CEO to update and develop policies and procedures.
7. Regularly liaise with the CEO regarding operational and program matters, advise and assist the CEO in HR matters related to remote programs including WH&S, staffing and training, performance reviews and performance management.
8. Support Waltja’s good corporate governance by providing administrative assistance with Directors and Executive meetings as required.
9. Represent and promote Waltja at conferences, seminars, network and inter agency meetings and in other community forums.
10. Work within Waltja's organisational values, code of conduct and policies and procedures.

#### **Selection Criteria:**

##### *Essential:*

1. Ability to relate sensitively and effectively with Indigenous people and demonstrated knowledge and understanding of the issues affecting remote communities.
2. Previous experience in successful program management, including service delivery, performance and data reporting, financial reporting, monitoring and evaluation.
3. Proven ability to lead teams, mentor and support staff, and deal effectively with conflict resolution.
4. Previous experience working successfully in a dynamic team environment and managing a diverse workload accordingly.
5. Appropriate qualifications in Community Services, Management, Business or related fields

##### *Desirable:*

1. Experience working in or with central Australian Aboriginal communities/organisations
2. A sound understanding of government, non-government and philanthropic sectors and demonstrated success in funding submissions and acquittals.
3. Demonstrated capacity for strategic decision-making, and initiative to make appropriate decisions when required.



4. NT Manual Driver's License, and experience driving 4WD vehicles.

**Salary package:**

SCHADS Award Level 7.1: \$50.74 per hr

Superannuation at 11.75% for non-smokers, 10% for smokers

Salary Sacrifice option after completion of probationary period.

4 weeks annual leave and leave loading pro-rata

Stand-down between Christmas and New Year paid at normal rate

Flexible work hours and time in lieu arrangements

Travel Allowance of \$70 per night for remote travel

\$900 pro rata travel payment annually