

Position Description

Position Title	Project Coordinator – Junior Rangers
Position Number	104003
Award	Local Government Industry Award
Classification	CDRC Enterprise Agreement – Level 6
Position Type	Fixed Term Full Time (38 hours per week)
Directorate/Program	Principal Programs
Location/S	Ti Tree
Supervisor	Program Manager - Junior Ranger
Positions Supervised	This position has one direct report

Primary Objective

The Project Coordinator - Junior Rangers will play a vital role in delivering the Ti Tree Junior Ranger Program, collaborating with the Project Officer to provide cultural and environmental education to school-aged children at Ti Tree School and within the broader community. The primary objective of the program is to facilitate the intergenerational transfer of First Nations cultural knowledge and resource management practices.

The Project Coordinator – Junior Rangers, in partnership with the Program Manager - Junior Ranger, will assist the Steering Committee - comprising of Ranger Groups, Schools, Traditional Owners, and Elders—in developing a place-based curriculum that guides the program’s delivery and evaluation. Through this role, the Project Coordinator will ensure that the program aligns with the needs of the community and supports both classroom-based and on-country learning experiences for First Nations students from the Anmatjere region.

Key Duties and Responsibilities

1. Deliver and coordinate the Ti Tree Junior Ranger Program in alignment with the Junior Ranger Program Funding Agreement and for First Nation students in Ti Tree and surrounding outstations.
2. Attend Steering Committee meetings to provide support and ensure the successful delivery of the program, while facilitating knowledge-sharing between Elders and Junior Rangers to strengthen cultural heritage and identity.
3. Implement the Junior Ranger program in collaboration with the school staff, and getting support from the school principal as required to meet the program objectives by:
 - Attending all Junior Ranger Program activities including bush trips and facilitate the transportation of the students to attend the Junior Ranger Program.
 - Coordinating logistics for field trips, camps, workshops and training activities.
 - Maintaining records of the program activities, participant progress and outcomes, and manage project schedules.
 - Promoting family awareness through community consultation and involvement in the Junior Ranger Program to encourage school attendance and improve literacy and numeracy skills.
4. Ensure effective communication, liaison and follow-up with students and other stakeholders by:
 - Preparing reports and updates for funding bodies and stakeholders.
 - Providing the school, management team and other stakeholders with comprehensive information and timely advice on all program matters.
5. Identify career pathways and create career plans for youth transitioning from school to further studies or employment.

6. Demonstrate cultural awareness and maintain a friendly/approachable attitude towards all employees, families, local indigenous communities, and stakeholders.
7. Be engaged in an effective and proactive health, safety and wellbeing culture.
8. Any other reasonable duties delegated by the Supervisor which are within level.

Selection Criteria

Essential

1. Aboriginal and Torres Strait Islander; identifies as Aboriginal or Torres Strait Islander or is accepted as Aboriginal or Torres Strait Islander in the community in which he or she lives.
2. Certificate IV in Training and Assessment or appropriate in-house training or equivalent.
3. Demonstrated experience working with young Aboriginal people from remote communities in schooling, youth work or training context and delivering culturally responsive curriculum resources that incorporate Aboriginal and Torres Strait Islander natural and cultural resource management knowledge.
4. Fluent in Anmatjere language and knowledge of Aboriginal culture.
5. Proven ability to:
 - Work respectfully and effectively with Indigenous communities.
 - Supervise and lead and motivate a small team to achieve project goals.
 - Write and speak effectively to communicate ideas with staff, parents, community members.
 - Facilitate regular meetings, providing program feedback, and receiving input on program delivery from the community.
6. 6. Basic level of computer literacy and proficiency with Microsoft software.
7. 7. Current Class C licence and willingness to undertake 4WD training and travel to remote communities by road or air.
8. 8. Acceptable Police Check and Ochre Card.

Desirable

1. Previous experience leading Aboriginal Ranger teams.
2. Ability to obtain a light rigid licence for small buses or people movers.
3. Videography and photography skills for documenting program activities.