



**SNAICC**

National Voice for our Children

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Aboriginal and Torres Strait Islander Corporation  
Suite 8, First Floor,  
252-260 St Georges Road  
North Fitzroy VIC 3068

### Position Description

<b>Job Title:</b>	<b>SNAICC Early Years Project Officer</b>
<b>Reporting To:</b>	SNAICC Manager Sector and Practice Development
<b>Terms and Conditions:</b>	<ul style="list-style-type: none"><li>• Full time, 12 month contract position based at the SNAICC office, North Fitzroy, Melbourne</li><li>• Salary range \$72,000-77,000 depending on experience, plus 9.5% superannuation</li><li>• SNAICC also offers Salary Packaging (\$15,900 tax free salary component and additional meals, entertainment, accommodation)</li><li>• All SNAICC positions are subject to funding</li><li>• All SNAICC Staff are subject to an initial six-month probationary period. Other terms and conditions are in line with the Social and Community Services Award and SNAICC's internal policies</li></ul>

#### Overview of role

- To engage and consult with Aboriginal and Torres Strait Islander staff, community and non-Indigenous services regarding their operational and strategic needs and priorities focused on Early Years supports and services.
- To support the building of capacity and capability in Aboriginal and Torres Strait Islander community and non-Indigenous Early Years services across Australia in metropolitan, rural and remote settings including through the development of tools and resources and the facilitation of professional development.
- To have a thorough understanding of the policy and funding environment and best-practice in the Early Years sector to enable respectful partnerships which support the development of place based solutions in response to identified needs

***This is an Indigenous Identified role only open to Aboriginal and Torres Strait Islander peoples. The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic).***

<b>Organisational Context</b>	<p>Formally established in 1981, <i>SNAICC – National Voice for our Children</i> is the national non-government peak body in Australia for Aboriginal and Torres Strait Islander children. SNAICC works for the fulfilment of the rights of our children, in particular to ensure their safety, development and well-being. SNAICC provides a strong voice that promotes the rights, needs and aspirations of Aboriginal and Torres Strait Islander children.</p> <p>SNAICC is governed by a Board of Directors of Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well-being sectors.</p> <p>SNAICC provides supports and services to, and on on behalf of Aboriginal and Torres Strait Islander children and their families, and our members through activities such as:</p> <ul style="list-style-type: none"> <li>• Research and policy development, with high-level leadership, policy papers and sector representation. This includes the research and publication of the annual Family Matters Report and Scorecard;</li> <li>• Sector and practice development aimed at enabling systems, services and practitioners to achieve optimal outcomes. This includes the research, design and delivery of professional development publications, tools and workshops in early childhood development, family violence, partnerships, family support, trauma and cultural effectiveness;</li> <li>• Events such as the bi-annual SNAICC Conference, the Family Matters Campaign and Aboriginal and Torres Strait Islander Children’s Day; and</li> <li>• Support for our memberssector development, membership and networking.</li> </ul>
<b>Operational Background</b>	<ul style="list-style-type: none"> <li>• The SNAICC Early Years Project Officer is a 12-month full-time position based at SNAICC’s office in North Fitzroy, Melbourne.</li> <li>• All positions at SNAICC are subject to ongoing funding.</li> <li>• All SNAICC staff are subject to an initial six-month probationary period.</li> </ul>
<b>Reporting Relationships</b>	<ul style="list-style-type: none"> <li>• The SNAICC Early Years Project Officer is supported by and reports to the SNAICC Manager Sector and Practice Development.</li> <li>• The SNAICC Early Years Project Officer works closely with SNAICC Sector Development and Policy staff.</li> </ul>
<b>SNAICC Funding</b>	<ul style="list-style-type: none"> <li>• SNAICC is primarily government funded.</li> <li>• SNAICC also receives income from non-government philanthropic and partner organisations for different</li> </ul>

	projects.
<b>Organisation Operations</b>	<ul style="list-style-type: none"> <li>• The nature of SNAICC is team-oriented and all staff are expected to take a collaborative approach to assist with performing major tasks.</li> <li>• SNAICC staff members must also take specific responsibility for their work priorities to ensure tasks are completed.</li> <li>• Building cooperation between staff and the SNAICC Board of Directors is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development.</li> </ul>
<b>Key Duties</b>	<p>The SNAICC Early Years Project Officer will:</p> <ol style="list-style-type: none"> <li>1. Assist with the design, development, delivery, reporting and evaluation of sector, organisational or practice-level projects and activities focused primarily on the Early Years sector;</li> <li>2. Facilitate professional development programs such as The Journey to Big School, Deadly Futures, Working and Walking Together and A Place for Culture, which have all been developed by SNAICC;</li> <li>3. Be responsible for the collection and recording of evaluation information and providing evaluation reports</li> <li>4. Undertake appropriate professional development aimed at improving the performance of their duties;</li> <li>5. Represent and promote SNAICC through presentations, conferences, workshops, information stalls etc.</li> <li>6. Work as part of the SNAICC staff to identify emerging project ideas, policy issues and partnerships; and</li> <li>7. Undertake other activities, including liaison with community, partners and stakeholders as required by the SNAICC Manager Sector and Practice Development</li> </ol> <p><b>Common duties shared with other SNAICC staff</b></p> <ul style="list-style-type: none"> <li>• Contribute to SNAICC internal planning processes including staff meetings, review of SNAICC strategic and operational plans and review of SNAICC priorities and functions.</li> <li>• Assist in the evaluation of SNAICC projects, activities and functions.</li> <li>• Assist in the distribution and promotion of training materials where applicable.</li> <li>• Write reports and articles, and provide information, for the SNAICC website, newsletter and other SNAICC publications as required</li> </ul>

## KEY SELECTION CRITERIA

1. Broad knowledge and a solid understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families
2. Minimum level Diploma Early Childhood qualifications and relevant experience.
3. Up-to-date knowledge and understanding of the National Quality Standard (NQS).
4. Strong knowledge and understanding of best practice to support Aboriginal and Torres Strait Islander families to ensure safety, development and wellbeing for children, young people and their families.
5. Understanding of the issues currently impacting the Early Childhood sector.
6. Excellent written and verbal communication skills.
7. Experience in community engagement and liaison.
8. Excellent workplace skills including the ability to work as part of a supportive team from diverse cultural backgrounds and working respectfully in sensitive contexts.
9. Drivers licence and ability to travel regularly for two plus days at a time

## FURTHER INFORMATION AND CLOSING DATE

Applications are required by **5.00 p.m. EST on Sunday 29 July 2018.**

Applications must include:

- A brief **cover letter** outlining why you are applying for the position
- Written responses to how you meet each of the **Key Selection Criteria**, including short examples demonstrating your proficiency for each criteria
- A **resume** with your skills, experience and qualifications, relevant to the SNAICC Early Years Project Officer role
- Names and contact details for two or more recent referees

All applicants will be notified of the progress or outcome of their application. The successful applicant will be required to have or obtain a current Working with Children Check and a National Police Check. Please email applications and initial inquiries to: [Katherine.Hinton@snaicc.org.au](mailto:Katherine.Hinton@snaicc.org.au)

For general information about SNAICC, visit the SNAICC website.

For specific questions about the role please contact:

Judith McKay-Tempest on **03 9489 8099**.