



SNAICC

National Voice for our Children

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 Aboriginal and Torres Strait Islander Corporation
 Level 7, Melbourne Polytechnic
 20 Otter Street
 Collingwood Vic 3066

Position Description

Job title:	SNAICC Project Manager, Early Years Intermediary
Reporting to:	SNAICC Sector Development Manager
Terms and conditions:	<ul style="list-style-type: none"> • Full-time or 0.8FTE position based either in SNAICC's Melbourne office or working remotely with the SNAICC team from another Australian location (preferably NSW) • Salary range \$115,000 – 125,000 per annum (pro-rata) depending on experience. • Two-year contract with potential to extend subject to ongoing project funding • 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. • All SNAICC positions are subject to funding.

<p>Overview of role</p> <ul style="list-style-type: none"> • The SNAICC Project Manager will provide exceptional leadership and strategic management to ensure the creation and ongoing sustainability of an innovative pilot support service for Aboriginal and Torres Strait Islander early years services in partnership with service leaders and project partners. • The Early Years Intermediary Project focuses on establishing an Aboriginal-led intermediary / backbone support model that assists the development of Aboriginal early years services in key areas including: workforce development; program and policy support; advocacy support; and networking and service integration. Social Ventures Australia is a key project implementation partner with SNAICC. • The goal of the Project Manager's work is to support a thriving Aboriginal and Torres Strait Islander community-controlled early years sector, contributing to increased service access and culturally strong supports for children's early learning and development. The Project Manager will support all aspects of project management for the establishment of an initial pilot intermediary / backbone support service and its evaluation, including innovation and problem solving, as well as exploring opportunities for scaling of the model. • The role will be suitable for an experienced leader and project manager, with skills in areas including stakeholder consultation and management, service and workforce development, managing project timelines and budgets, donor management and building non-government, government sector and supporter partnerships. • The Project Manager will have a solid understanding of and experience in supporting principles and practice relating to Aboriginal and Torres Strait Islander community control and self-management in community services. • Specific knowledge and expertise related to Aboriginal and Torres Strait Islander early childhood development is highly desirable. • <i>Note:</i> The initial pilot location is expected to be in NSW with occasional travel to partner sites required as part of the role. <p><i>SNAICC strongly encourages Aboriginal and Torres Strait Islander people to apply</i></p> <p>SNAICC – National Voice for our Children is an Aboriginal and Torres Strait Islander-controlled organisation, and is actively working towards a substantially Aboriginal and Torres Strait Islander workforce.</p>
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<p>Organisational context</p>	<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 key roles on behalf of Aboriginal and Torres Strait Islander children and their families including:</p> <ul style="list-style-type: none"> • research and policy development, with high-level leadership, policy papers and sector representation • training and resource design, development and delivery including topics such as early childhood development, family violence, partnerships, family support, trauma and cultural competency • resource development, communications and publications • support for sector development, membership and networking.
<p>Reporting relationships</p>	<ul style="list-style-type: none"> • The SNAICC Project Manager reports to the SNAICC Sector Development Manager and works collaboratively with the SNAICC management and staff team, including in the areas of Sector Development, Social Policy and Research, Communications and Corporate Services. • The SNAICC Project Manager will also liaise as necessary with other office bearers including members of the SNAICC Council, SNAICC's membership and SNAICC's internal management team and the wider community (including Government and NGOs) as needed. • The SNAICC Project Manager will work in close collaboration with SNAICC's key project partner, Social Ventures Australia.
<p>SNAICC funding</p>	<ul style="list-style-type: none"> • SNAICC is primarily government-funded. • Funding is also obtained from other sources through project submissions, philanthropic contributions and applications to non-government organisations. • As with all SNAICC staff, this position is subject to ongoing funding.
<p>Organisational Operations</p>	<ul style="list-style-type: none"> • SNAICC is team oriented and all SNAICC staff are expected to take a collaborative approach to assist with performing major tasks. • SNAICC staff members take specific responsibility for their work priorities to ensure tasks are completed. • Building cooperation between staff and the SNAICC Board and Council is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development.
<p>Travel</p>	<ul style="list-style-type: none"> • The SNAICC national office is located in Melbourne, but the role could be undertaken in a location in NSW or Melbourne. • The position will require regular video conference meetings and online communication for collaborative work with the Melbourne based team and the NSW Aboriginal early years services participating in the pilot. • Travel is required for planning and collaborative work with the Melbourne based team, and for project work, particularly in NSW.

<p>Key duties</p>	<ul style="list-style-type: none"> • Contribute to the development and implementation of a program of work that supports the quality, growth and development of Aboriginal and Torres Strait Islander community-controlled early years services. • Support the establishment of an innovative backbone organisation that will support Aboriginal and Torres Strait Islander community-controlled early years services. • Establish a project plan for the effective development, implementation and evaluation of the project. • Lead all aspects of service establishment, development and evaluation for the early years intermediary pilot service. • Establish and maintain strong and ongoing relationships with key partners, stakeholders and SNAICC member services relevant to the project work. • Establish and maintain strong and ongoing relationships with participating Aboriginal and Torres Strait Islander early years service leaders to ensure that all project activities reflect and support the strengths of Aboriginal and Torres Strait Islander leadership and control in service delivery. • Drive innovation, review and improvement processes to achieve objectives. • Manage project timelines, resources, budgets and the quality and effective completion of all project deliverables. • Manage relationships with project funders, including philanthropists and government funders and complete project reporting to funders. • Develop and implement a business plan to generate sustainable income for the pilot early years intermediary service. • Explore and develop in consultation with key project stakeholders a plan for the scaling of the pilot intermediary model to provide supports in an increasing number of locations. • Other duties as directed. <p>Common duties shared with other SNAICC staff</p> <ul style="list-style-type: none"> • Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. • Assist in the evaluation of projects, activities and functions of SNAICC. • Arrange for the distribution and promotion of resources and publications where applicable. • Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.
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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. Demonstrated ability to work, liaise with and mentor Aboriginal and Torres Strait Islander people and organisations; and facilitate their involvement in consultations and project activities.
3. Demonstrated experience in the successful establishment of an innovation, organisation or business.
4. Demonstrated leadership skills and capacity to establish and maintain collaborative professional relationship and partnerships with a broad range of stakeholders across non-government, government, philanthropic, and Aboriginal and Torres Strait Islander community.
5. Demonstrated skills in project management, including management of project relationships, budgets, resources, timelines, problem solving and delivery of project outcomes to a high standard of quality
6. Working knowledge of Early Childhood Education and Care (ECEC) policy and service operational context in Australia, or the capacity to develop this quickly.
7. Excellent workplace skills including the ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and to seek and offer support as appropriate.
8. Relevant tertiary qualifications and experience.

FURTHER INFORMATION AND CLOSING DATE

Applications are required by **9am AEST on Monday 23 November 2020.**

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 Project Manager, Early Years Intermediary
- 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 recruitment@snaicc.org.au

For general information about SNAICC, visit the [SNAICC website](#).

For specific questions about the role please contact:

Sue-Anne Hunter, Sector Development Manager on 0404 435 336