



**SNAICC**

National Voice for our Children

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Aboriginal and Torres Strait Islander Corporation  
27 Budd Street  
Collingwood Vic 3066

### Position Description

<b>Job Title:</b>	<b>SNAICC Operations Coordinator THRYVE NSW</b>
<b>Reporting To:</b>	THRYVE NSW Director
<b>Terms and Conditions:</b>	<ul style="list-style-type: none"> <li>• Full-time position based in Illawarra region with the NSW Early Years Support Entity</li> <li>• Salary range commences as \$85,000 per annum, depending on qualifications and experience, plus superannuation.</li> <li>• SNAICC also offer salary packaging (up to \$15,900 tax freesalary component, plus meal entertainment, venue hire and accomdation)</li> <li>• 2.5 year contract with potential to extend subject to ongoing project 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> <li>• All SNAICC positions are subject to funding.</li> </ul>

<b>Overview of role</b>	
<p>THRYVE NSW Operations Coordinator is an exciting new role supporting a small, dynamic fast paced team and its operational processes and practice in its NSW office.</p> <p>The role will manage the NSW THRYVE office, including: systemitise all reporting processes; establishing and maintinaing data collection mechanisms; co-ordinating administrative aspects of projects and programs developed by the Director and the Management team; facilitating work-flow and cross collaboration of projects.</p> <p>The role will work with the team, across the state facilitating consultations, workshops and business support to the Aboriginal Community controlled ECE sector, inclusive of some training and support, providing backbone business resources and supporting their implementation. This position requires high levels of cultural responsiveness and sound approaches to working with a variety of Aboriginal stakeholder networks in NSW.</p> <p>The role will also manage the day-to-day business activities of the THRYVE NSW Director, including providing strategic management of the Director's schedule, coordinating meetings with internal and external contacts, managing events and arranging and participating in the team's travel including coordinating regular visits across NSW. The role will also provide executive support to the THRYVE NSW Advisory Committee.</p> <p>The position will work with a small and very dynamic fast paced team. It will be suitable for a high-performing and organised individual that has the ability to work autonomously and with a strong commitment to supporting and enabling the rights and aspirations of Aboriginal and Torres Strait Islander peoples.</p>	
<b>Organisational Context</b>	<p>Established in 1981, SNAICC – National Voice for our Children is the National Peak Body in Australia for Aboriginal and Torres Strait Islander children. SNAICC's vision is that Aboriginal and Torres Strait Islander children, young people and families are protected, our communities determine their own futures, and our cultural identity is valued. We work to amplify the voice of community and the sector for the fulfilment of the rights of our children.</p>

	<p>SNAICC is governed by a Board of Directors: Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well-being sectors.</p> <p>SNAICC plays a key role in the following areas:</p> <ul style="list-style-type: none"> <li>• <u>Community and sector voice</u>: SNAICC engages with Aboriginal and Torres Strait Islander community and the sector to understand their needs and aspirations and give a strong voice to these perspectives. We also communicate back to and with community on key issues, programs and projects;</li> <li>• <u>Research, policy and leadership</u>: SNAICC seeks to understand and share what works to drive better outcomes for Aboriginal and Torres Strait Islander children and families and translate this into policy and practice;</li> <li>• <u>Sector development</u>: SNAICC works with and supports the sector to enhance the quality, access and sustainability of services</li> </ul>
<b>Reporting Relationships</b>	<ul style="list-style-type: none"> <li>• This role reports directly to the THRYVE NSW Director</li> <li>• The THRYVE NSW Operations Coordinator will also liaise across the NSW team, head office, and stakeholders as required.</li> <li>• The Operations Coordinator will also liaise with THRYVE NSW Advisory Committee members, SNAICC's NSW membership and the wider community (including Government and NGOs).</li> </ul>
<b>SNAICC Funding</b>	<ul style="list-style-type: none"> <li>• SNAICC is primarily government-funded</li> <li>• Funding is also obtained from other sources through project submissions, philanthropic contributions and applications to non-government organisations</li> <li>• As with all SNAICC staff, this position is subject to ongoing funding.</li> </ul>
<b>Organisational Operations</b>	<ul style="list-style-type: none"> <li>• The nature of SNAICC is team-oriented and all SNAICC staff are expected to take a collaborative approach to assist with performing major tasks</li> <li>• SNAICC staff members take specific responsibility for their work priorities to ensure tasks are completed</li> <li>• 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.</li> </ul>
<b>Key Duties</b>	<ul style="list-style-type: none"> <li>• Coordinate THRYVE NSW's operations plan and processes</li> <li>• Coordinate timely contract management and reporting requirements across THRYVE NSW's funded activities, including establishing and maintaining effective data collection mechanisms.</li> <li>• Provide secretariate support to the THRYVE NSW Advisory Committee, and other meetings as requested, including the preparation of reports as required</li> <li>• Coordinate THRYVE NSW events and activities, and undertake consultation and facilitation of workshops with the Aboriginal Community controlled ECE sector</li> <li>• Liaise with SNAICC HQ Communications team in regards to THRYVE NSW communication needs including resource development, and the development and maintenance of website content, and managing media and news updates as required.</li> <li>• Coordinate regular communications with THRYVE NSW participating services</li> <li>• Contribute to development and review of THRYVE NSW Risk Management strategy</li> <li>• Other duties as directed.</li> </ul>

	<p>NB: This position will be required to travel around the state from time to time.</p> <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, and review of SNAICC strategic and operational plans.</li> <li>• Assist in the evaluation of projects, activities and functions of SNAICC.</li> <li>• Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.</li> </ul>
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**KEY SELECTION CRITERIA**

1. Demonstrated project management experience
2. Proven ability to report and acquit against funding agreements.
3. High-level communications skills, including demonstrated ability to lead internal communications, and communicate with confidence to external stakeholders including member services and funding.
4. Well developed presentation and facilitation skills
5. 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.
6. Demonstrated ability to develop basic project plans, work autonomously and within team context and execute priorities to meet deadlines.
7. Excellent time management and a great eye for detail
8. Demonstrated skills Office 365, including full suite of applications including management word, excel, power point, outlook, teams , various media platforms amd websites
9. Minimum qualification at Diploma or extensive experience in equivalent roles
10. 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.

***This is an Identified position and being an Australian Aboriginal and/ or Torres Strait Islander is considered a 'genuine occupational qualification' in accordance with section 14(d) of the Anti-Discrimination Act 1977 (NSW).***

**FURTHER INFORMATION AND CLOSING DATE**

There is no closing date for applications. Applications will be reviewed as they are received with an appointment made when the right person is identified.

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 THRYVE NSW Operations Coordinator 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 to [recruitment@snaicc.org.au](mailto:recruitment@snaicc.org.au)

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

For specific questions about the role please contact: Joanne Goulding, THRYVE NSW Director on 0431 543 089.

