

Position Description

Position Title:	Senior Project Advisor CCCFR Expansion (PM1)	Business Unit:	Connected Beginnings & CCCFR Expansion Team
Classification:	(SCHADS Award) Level: 7	Reports to:	National Project Manager Connected Beginnings & CCCFR Expansion
SNAICC above award salary:	SNAICC Scale: PM1 7.1 – 7.4: \$110,889 - \$115,954	No. Direct Reports:	0
Employment Type:	Fixed Term – June 2025	FTE:	1.0

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. 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.

SNAICC plays a key role in the following areas:

- **Community and sector voice:** 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;
- **Research, policy and leadership:** 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;
- **Sector development:** SNAICC works with and supports the sector to enhance the quality, access and sustainability of services.

Business unit	<p>SNAICC is the <u>Community Partner</u> for the Commonwealth Govt. funded 's <i>Connected Beginnings</i> and <i>Community Child Care Fund Restricted (CCCFR) Expansion</i> programs. SNAICC's <i>Connected Beginnings</i> and <i>Community Child Care Fund Restricted (CCCFR) Expansion</i> unit supports placed based programs that aim to:</p> <ul style="list-style-type: none"> • improve outcomes for First Nation’s children 0 - 5 years so they have a strong start in life and school and start school happy, healthy, and ready to learn; and • close the gap in school readiness and education outcomes between First Nations children and non-First Nations children. <p>As the Community Partner, SNAICC acts as an intermediary between the recipients of the grant funding (local communities), and the funder (the Commonwealth Govt). It does this through a range of activities, with a focus on working closely with local communities to establish and implement community-led and culturally safe projects.</p>
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Position Summary:	<p>The Community Child Care Fund Restricted (CCCFR) grant identifies supports that are needed within the early childhood and education spaces for communities who are vulnerable to disadvantage, with a particular focus on developing ECEC services in regional and remote communities around Australia. The CCCFR Expansion Project is an initiative under the National Agreement on Closing the Gap and seeks to increase meaningful participation of Aboriginal and Torres Strait Islander children in early childhood education and care services that are safe, supported and culturally appropriate in their delivery methods.</p> <p>The Senior Project Advisor will support SNAICC as it commences multiple streams of work with the Department of Education on the Connected Beginnings and Community Child Care Fund Restricted (CCCFR) Expansion projects. The three streams of work include:</p> <ul style="list-style-type: none"> • New CCCFR sites scoping and community readiness assessment. • Foundational Support for 27 new Connected Beginnings sites, 20 new CCCFR Expansion sites and approximately 14-24 existing/established Connected Beginnings sites. • Ongoing support for all sites. <p>The Senior Project Advisor will be responsible for planning out and ensuring the effective delivery of the streams of work focussed on CCCFR, with the assistance of a Project Officer, and under the guidance of the National Project Manager.</p>
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Position Characteristics:	Scope:	The Senior Project Advisor - CCCFR Expansion will report directly to the National Project Manager - Connected Beginnings & CCCFR Expansion. This role will provide high-level support to the National Manager, overseeing elements of the project and working closely with key internal and external stakeholders to ensure the smooth rollout of CCCFR sites around the country.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • The broader Connected Beginnings & CCCFR Expansion team • Members of other SNAICC teams: Sector Development; Strategic Engagement & Communications; Policy & Research; THRYVE; Operations. • Deloitte Indigenous Services Group • Department of Education • NACCHO • Current & future Connected Beginnings and CCCFR expansion sites.
	Special Conditions:	Aboriginal and Torres Strait Islander people are encouraged to apply
	Delegations:	In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.

Key Responsibilities:	Relevant areas & levels within SNAICC Competency Framework.
<ul style="list-style-type: none"> • Support the National Project Manager with action across the CCCFR Expansion project as dictated by the contract terms with Department of Education, by working jointly with SNAICC and Deloitte. • Provide advice, resources, research briefs and assistance to drive improvements in programming and better practice in local contexts. • Build relationships with key stakeholders particularly at regional 	<p>1. Organisational Awareness and Professionalism</p> <p>1.3.1 Organisational Awareness 1.3.2 Time Management 1.3.5 Problem solving</p> <p>3. Communication & Relationship Skills</p> <p>3.3.2 Written communication</p>

<p>and state-wide level.</p> <ul style="list-style-type: none"> • Write reports, articles, stories, newsletter items and conference presentations on the work of the Connected Beginnings and CCCFR Expansion project for broad circulation, including the SNAICC website, SNAICC newsletter, relevant conferences, forums, funders, and meetings with senior government officials. • Contribute and provide timely feedback on the evaluation of services through: collection of data; analysis and interpretation of trends relating to service provision; analysis and interpretation of known risks and issues experienced by the CCCFR service providers; and processes put in place to mitigate and resolve, identification of any lessons learned, and effectiveness of governance arrangements in place. Under the guidance of the National Manager, oversee the development of: <ul style="list-style-type: none"> - detailed reports (site scoping), - executive report (yearly as of FY23), - monthly progress reports about foundational and ongoing support, and - final project report (June 2025) and possible presentation in Canberra • Provide support to ACCOs, work collaboratively to identify, through community consultation, ways to build capacity and successfully operate and deliver new Early Childhood Education & Care (ECEC) services where appropriate. • Advocate for greater alignment to the Closing the Gap targets and priority reforms through community consultation and co-design methods, ensuring concerns raised by community members, parents and leaders are heard. 	<p>3.2.4 Public Speaking 3.3.5 Interpersonal skills 6. Service Delivery 6.3.1 Reflective Practice 6.2.2. Knowledge of sector issues 6.2.3 Stakeholder outcomes 8. Program & Contract Management 8.2.1 Program development 8.3.3 Contract Management 8.3.4 Achieving results 2. Community and Interagency Relations 2.3.1 Community 2.2.3 Partnerships & collaboration 2.3.4 Knowledge of community 7. Policy & Research 7.2.1 Policy development and implementation 7.2.2 Evidence based policy and program development 7.3.4 Sector Leadership 2. Community and Interagency Relations 2.3.1 Community 2.2.3 Partnerships & collaboration 2.3.4 Knowledge of community</p>	
<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. 	<p>9. Risk Management, Workplace Safety & Quality 9.2.4 Health Safety and Wellbeing 4. Leadership and Teamwork 4.3.1 United vision 4.2.2 Strategic Focus</p>	
<p>Selection Criteria</p>	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Broad knowledge and a deep understanding of issues impacting Aboriginal and Torres Strait Islander children and families, with a commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families. • A demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people, including community leaders. • Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence-based reports, submissions, research papers and briefings. • Demonstrated ability to coordinate multiple streams of work and teams to support a shared goal, and plan ahead over multiple years. • General understanding of Collective Impact approaches and the development of theories of change. • Experience in project management, including project planning, implementation, and monitoring and evaluation processes.

		<ul style="list-style-type: none"> • Demonstrated experience and ability to manage budgets and resources to optimise productivity, ensure compliance with contracted deliverables and contribute positively to the on-going sustainability of the organisation. • Demonstrated capacity to establish and maintain partnerships and work collaboratively in the design and implementation of activities. • Experience in a program and service design role, including: <ul style="list-style-type: none"> ○ developing culturally safe and informed systems and policies to meet quality and compliance standards ○ provision of specialist information for providers to meet early years accreditation and compliance standards ○ provision of support to leaders which helps drive practice improvements ○ working knowledge and understanding of ECEC accreditation ratings and compliance standards (i.e. National Quality Framework accreditation and compliance standards). 										
	Qualifications	Qualifications or extensive experience in relevant fields.										
	Values	<table border="1"> <tr> <td>Cultural Safety</td> <td> <ul style="list-style-type: none"> • Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with. </td> </tr> <tr> <td>Collaboration & trust</td> <td> <ul style="list-style-type: none"> • We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt. </td> </tr> <tr> <td>Respect and kindness</td> <td> <ul style="list-style-type: none"> • We are all valued and valuable. We communicate with people holistically, recognising their humanity. </td> </tr> <tr> <td>Accountability and integrity</td> <td> <ul style="list-style-type: none"> • We do what we say we will. We accept individual and shared responsibility for our actions and outcomes. </td> </tr> <tr> <td>Staff Wellbeing</td> <td>We are committed to the wellbeing of our staff.</td> </tr> </table>	Cultural Safety	<ul style="list-style-type: none"> • Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with. 	Collaboration & trust	<ul style="list-style-type: none"> • We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt. 	Respect and kindness	<ul style="list-style-type: none"> • We are all valued and valuable. We communicate with people holistically, recognising their humanity. 	Accountability and integrity	<ul style="list-style-type: none"> • We do what we say we will. We accept individual and shared responsibility for our actions and outcomes. 	Staff Wellbeing	We are committed to the wellbeing of our staff.
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Health, Safety & Wellbeing Requirements	<ul style="list-style-type: none"> • Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors • Comply with SNAICC HSW policies and procedures to participate in the achievement of a safe working culture • Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching 		
Organisational Expectations	Compliance with organisational policy, procedures including code of conduct.		
Approvals:	<table border="1"> <tr> <td>CEO Name: Catherine Liddle Date: Jan 2023</td> <td>Director Operations & HR Name: Fran Whitty Date: Jan 2023</td> </tr> </table>	CEO Name: Catherine Liddle Date: Jan 2023	Director Operations & HR Name: Fran Whitty Date: Jan 2023
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Acknowledgement of Incumbent	<p>I have read and understood the requirements of the position</p> <p>Name: (please print)</p> <p>Signature:</p> <p>Date:</p>		

FURTHER INFORMATION AND CLOSING DATE

Applications Sunday 12th February at 11:59pm.

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 Senior Project Advisor CCCFR Expansion
- 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. For general information about SNAICC, visit the [SNAICC website](#).

For specific questions about the role please contact:

Gretchen Young, National Project Manager Connected Beginnings & CCCFR Expansion. M: 0481 798 900