



POSITION DESCRIPTION

POSITION TITLE:	WFD Activities Manager	
DIVISION / SECTION:	Community Services	
SUPERVISOR:	Community Services Manager	
CLASSIFICATION LEVEL:	Level 7	
STATUS (FTE):	1.0 FTE	
NO. OF POSITIONS REPORTING DIRECTLY:	5-6 Coordinators	
NO. OF POSITIONS REPORTING INDIRECTLY:	25 Supervisors	

ABOUT BAWINANGA ABORIGINAL CORPORATION [BAC]:

BAC is a large and complex regional community development organisation providing services to homelands in the Maningrida region, administering some 50 grants and managing a suite of businesses and programs including: Housing, Civil Works, Essential Services, Bábarra Women's Centre, Bawinanga Rangers, Barlmarrk Supermarket, Fuel Supplies, Mechanical Workshops, Arts and Culture/Djomi Museum, Wild Foods Café, Community Patrol, Employment Services and Money Management Services.

BAC is governed by a Board of Directors who are elected by corporation members every two years. BAC enacts policies developed at the executive level through the leadership of the CEO and the Senior Management team.

BAC's mission is to improve the lifeways of our people on land and sea in order to preserve and grow culture and language.

BAC is a values-based organisation with an emphasis on: Trust, Respect, Transparency, Innovation and Partnership. These are principles and behaviours we display when working together.

PRIMARY RESPONSIBILITIES:

This position is responsible for leading the work of the WFD Activities team to ensure effective and efficient service delivery of CDP activity plans, strategies and frameworks. It also facilitates communication and collaboration between key stakeholders and coordinates and develops program participants. While reporting to the Community Services Manager, primary areas of responsibility include:

1. Lead the development and implementation of a range of meaningful Maningrida CDP Work for the Dole Activities to develop the skill and capability of local Aboriginal & Torres Islander people to be job ready and to meet their DHS mutual Obligations
2. Work effectively with Community Service Manager to achieve a rating of good by Performance Period 8 (KPI's 1,2 & 3 of CDP funding agreement)
3. Oversee the smooth running of the CDP Work for the Dole daily Activity requirements to maximise participation by selecting best possible work like and community activities to suit job seekers and community and increase revenue (attend and valid non attendance) minimum rate of 75%

4. Design and develop a range of events and activities to maximise women's participation in WFD Activities
5. Manage events and activities for CDP participants to increase positive experiences and achieve best possible outcomes for all CDP job seekers and the community.
6. Promote good news stories that can be shared through Social Media and with internal and External Stakeholders.
7. Oversee the development of activity logs, daily scheduling of participant attendance and appropriate supervision of activities that effectively and efficiently measure daily attendance and captures non attendance for reporting requirements.
8. Continually organise and engage key community stakeholders to develop and agree on joint opportunities and activities, identify solutions to barriers and broker sustainable programs of work.
9. Collaborate respectfully with elders, traditional owners and influential community members to develop targeted and sustainable approaches and meet greatest needs.
10. Lead, motivate, coach and mentor CDP supervisory team members to increase their capacity for development opportunities with BAC and with other organisations
11. Ensure the achievement of program attendance benchmarks and KPI performance expectations are met and perform duties and responsibilities in a manner that reflects and responds to continuous improvement principles.
12. At all times working towards Activity financial targets through the effective management of staffing, budgeting and purchasing of appropriate resources and efficient program administration.
13. Ensure all activities are compliant with requirements of the EHS legislation and regulations.

SELECTION CRITERIA:

Essential:

1. Demonstrated success in Project Management of community based work like activities with relevant training qualifications and and/or significant demonstrated experience in a similar role.
2. Proven experience to work effectively in culturally diverse teams and in cross-cultural contexts, including excellent relationship building skills to motivate and build rapport with others.
3. Strong communication, negotiation, assessment and observation skills with an ability to rapidly create understanding to apply new learning.
4. A proven track record delivering positive community and stakeholder engagement practices that assist vulnerable people to improve their employment prospects.
5. Well-developed project management, planning, time management and organisational skills to manage competing deadlines, balance relationships and remain compliant within government operational guidelines.
6. Good knowledge of word processing, spread sheets, asset registers and EHS recording, to accurately record, document and report on activity and engagement outcomes.
7. Demonstrated capacity to prepare quality written reports, minutes, briefings, plain language community information tools and other materials as required.
8. Comprehensive knowledge and compliance of contractual obligations and meeting different legislative requirements under the Australian and Territory Governments.
9. Strong mentoring skills and extensive experience in building, managing and motivating teams.
10. Applied knowledge in continuous quality improvement of systems and databases.

Desirable:

1. Experience living and working in remote communities
2. Experience and/or knowledge of Aboriginal culture and communities and how they operate.
3. Experience working for a community development or not-for-profit organisation.