



# Ngroo Education Aboriginal Corporation

## Mt Druitt Connected Beginnings Program

Vacant Position – Outreach Facilitator  
(Targeted Role)

*Do you want to be a part of a small grass root Non-for-Profit Aboriginal Community Controlled Corporation?*

### **About Ngroo Education Aboriginal Corporation:**

Ngroo Education Aboriginal Corporation is a not-for-profit body whose objective is to support our Aboriginal and Torres Strait Islander children to grow up, strong, healthy, and feeling connected, with opportunities to achieve positive life outcomes in a society where we are understood, respected, and valued. We understand the importance of our culture being passed from generation to generation as we continue the journey that our ancestors created, and the importance of continually sharing this with non-Indigenous people.

### **Mt Druitt - Connected Beginnings Program:**

Connected Beginnings Program purpose is to improve the opportunity for our Aboriginal & Torres Strait Islander Children to achieve their best potential by increasing their level of participation in mainstream early childhood education and care (ECEC) and any other relevant services and settings.

### **Our Mt Druitt Connected Beginnings Program objectives are:**

To address the elevated levels of developmental vulnerability, long waiting list, issues in accessing culturally appropriate services, and the barriers that our Aboriginal & Torres Strait Islander Children and their families may face when trying to access early childhood education and care, and all other relevant support services in the Mt Druitt 2770 area.

Our Connected Beginnings team are about strengthening the child service system by listening to the stories of our Aboriginal & Torres Strait Islander families in the Mt Druitt community. The team does this by using the principles of the collective impact approach, which will support us to ensure we have our Aboriginal & Torres Strait Islander community voices at the centre and then shared across the service system.



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## Mt DrUITT Connected Beginnings Program

### Vacant Position – Outreach Facilitator (Targeted Role)

#### **Position Description**

The role of the outreach facilitator within our Mt DrUITT Connected Beginnings team is required to work alongside Ngroo Education's Executive Director, Connected Beginnings programs manager, our other program staff, services providers, and our Mt DrUITT community by;

- Bringing together our Aboriginal & Torres Strait Islander Mt DrUITT community, our key partners, services, programs, and all other relevant government organisations.
- To develop a Culturally respectful and safe working relationships with our Aboriginal & Torres Strait Islander community, services, key stake holders and peers.
- Engaging our Aboriginal & Torres Strait Islander Community through community consultation and community engagement activities.
- Oversee, execute, and participate in the Connected Beginnings monthly partnership meetings with our Aboriginal & Torres Strait Islander community and all relevant key stake holders.
- Coordinate our Mt DrUITT Connected Beginnings community event with a focus on early learning education and care.
- Continue to build and maintain strong relationships with all new and current partnerships with non-government, Aboriginal Community Controlled Corporations, and government service providers.

#### **Employment details**

- Permanent Part time, 4 days per week from 8.30am to 4.30pm, Monday to Thursday (these days may be negotiated on request).
- Our office is situated within Tregear Public School, Wilkes Crescent Tregear NSW 2770.

#### **Salary**

- (SCHADS) Social, Communities, Home Care and Disability Services Industry Award 2010
- As a Not- for-profit Corporation, our employees are able to take advantage of our salary packaging options.



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#### Skills and Experience

- High – level consultative, interpersonal, communication and negotiation skills.
- Demonstrated knowledge and experience in developing and maintain professional relationship with our local Aboriginal & Torres Strait Islander community, local services, peers, and all relevant key stake holders.
- Knowledge and/or experience of support services and the ability to advocate on behalf of the Aboriginal & Torres Strait Islander communities.
- Experience in facilitating and co-ordinating community meetings.
- Ability to work within a small team.
- Minimum certificate IV in community service *(or willing to work towards)*.
- Experience in using Microsoft 365 office, outlook, excel, word, power point and Canva applications.
- Current Working with Children Check, criminal record check *(Desirable)* and current NSW Drivers Licence.

## **APPLY NOW**

**(Applications close: 5:00pm, Friday 8<sup>th</sup> of September 2023)**

***(Under Section 14 of the Anti-Discrimination Act 1977, we encourage all Aboriginal or Torres Strait Islander people to apply)***

#### How to Apply:

1. A cover letter with a detailed written response to the selection criteria. (Below)
2. A copy of your current resume.
3. Details of two referees (at least one recent employer in the past 2 years).
4. Please send your completed application to [Admin@ngrooeducation.org.au](mailto:Admin@ngrooeducation.org.au) and/or if you would like more information, please contact the office on 02 9628 6301.

#### Selection Criteria

1. Knowledge of the barriers experienced by Aboriginal & Torres Strait Islander children and their families when accessing early education learning, maternal and childhood services, and all other family support services.
2. Experience and/or knowledge in identifying gaps within services and what measures did you put in place to address these issues that had been identified.
3. Experience in co-ordinating, overseeing and implementation of meetings?