

## **Campaign Project Officer Aboriginal Adult Literacy Campaign NSW.**

### **Position Description**

Responsible for the day to day implementation of the Aboriginal Adult Literacy Campaign in Walgett and Collarenebri, NSW with a particular focus on supporting the local team to develop their capacity to deliver the Campaign.

**Line Supervisor:** National Campaign Manager

**Duration:** This is a full time position located on site.

**Salary & conditions:** Base salary \$80,000 plus 9.5% superannuation; 38 hours per week; 25 days annual leave. Rostered day off every 6 weeks. A return airfare after 6 months service; up to \$1000 relocation subsidy.

**Duties:** Working under the direction of the National Campaign Manager

1. Plan, organise & administer including a small budget, the day to day implementation of the 3 phases of the Campaign, using a community development approach.
2. Administer the household literacy survey.
3. Prepare and implement a systematic strategy for the socialisation and mobilisation of the Campaign with the Aboriginal community and organisations and with other service providers, agencies and businesses and establish a Network of Supporters.
4. Supervise all staff and support them to acquire the skills and confidence to perform their duties including preparing and monitoring weekly staff work plans, timetables and providing on job training and support in basic work skills required for their roles.
5. Plan and implement a coordinated strategy for the capacity development of the local Campaign Coordinator to learn over time to coordinate all 3 phases of the Campaign, including completing administrative tasks and problem solving day to day issues as per duty statement.
6. Work collaboratively with the YSP IPLAC Advisor to implement Phase 2 including to assist with the training of the Facilitators in lesson delivery and to monitor & assess students' progress and outcomes.
7. Develop and implement an 80 hour learning program delivered over 10 to 12 weeks for Phase 3 post-literacy of structured literacy based activities including work experience.
8. Undertake the collection, processing and validation of the data on student enrolments, participation, retention and attendance in Phases 2 & 3.
9. Provide progress reports to the National Campaign Manager.
10. Participate in team meetings and evaluation workshops as required.
11. Undertake an ongoing professional development program including an initial induction and orientation program.
12. Other duties as required by the Executive Director.