

Campaign Project Officer Yes I Can Adult Aboriginal Literacy Campaign

Position Description

Responsible for the day to day implementation of the Yes I Can Adult Aboriginal Literacy Campaign in Southwest Sydney with a particular focus on developing the capacity of the campaign staff to deliver the Campaign.

- Reporting to: National Campaign Manager
- Reports: Campaign Coordinator, Facilitators, Survey Workers
- Full-time, contract position. Contract length may vary
- Salary & conditions: Base salary \$80,000 plus superannuation; 38 hours per week; 25 days annual leave. Rostered day off every 6 weeks.

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

1. Plan, organise and administer day to day implementation of the 3 phases of the Campaign using a community development approach.
2. Manage campaign budget.
3. Oversee the household literacy survey.
4. Prepare and implement a systematic strategy for the socialisation and mobilisation of the Campaign with the Aboriginal community as well as community organisations, relevant service providers, agencies and businesses to establish a community of supporters for the Campaign.
5. Supervise and develop staff to acquire the skills and confidence to perform their duties including providing on the job training and support in the basic work skills required for their roles.
6. Plan and implement a coordinated strategy to develop the Campaign Coordinator to acquire the skills over time to coordinate the 3 phases of the Campaign, including administrative tasks and problem solving.
7. Work collaboratively with the Yes I Can Cuban Advisor to implement Phase 2, including assisting with the training of Facilitators and monitoring and assessing student progress.
8. Develop and implement Phase 3 Post Literacy classes, up to 100 hours over 12 weeks, of structured, literacy based activities such as work experience.
9. Undertake the collection and processing of the data on student enrolments, participation, retention and attendance.
10. Provide progress reports to the National Campaign Manager
11. Participate in team meetings, evaluation workshops and an ongoing professional development program including induction and orientation program.
12. Other duties as required by the Executive Director and National Campaign Manager.