

Campaign Project Officer – Tennant Creek

Literacy for Life Foundation

2 Positions – One 24-month full time contract,
One part time 6-month contract

Salary & conditions: Base salary \$80,000-\$90,000, negotiable
plus 9.5% superannuation
Salary Sacrificing Available
Relocation & Accommodation Assistance
25 days annual leave and Rostered day off every 6 weeks.
Be part of the solution with an Aboriginal controlled NGO

DUTIES:

Working under the direction of the National Campaign Manager, the CPO is responsible for work on the Aboriginal Adult Literacy Campaign:

- Planning, organisation and administration of the Campaign and Campaign Budget
- Being trained in the 'Yes I Can' adult literacy method
- Implementing the 3 phases of the Campaign
- Managing the household Literacy Survey
- Socialisation and Mobilisation of the Campaign in community, with organisations and service providers and establishing a local Campaign Working Group
- Supervising all staff and supporting their development in the skills needed in their role
- Oversight of the classroom and training of Classroom Facilitators
- Developing and implementing a 100-hour learning program for Phase 3 post-literacy of structured literacy-based activities including work experience
- Managing the proper reporting of Campaign data
- Providing progress reports to the National Campaign Manager
- Other duties as required by the Executive Director

THE SUCCESSFUL CANDIDATE WILL HAVE:

Essential

- Experience in adult education, community development or language, literacy, numeracy and digital literacy (LLND) training with relevant tertiary qualification in one of these areas or equivalent
- Experience working with First Nations peoples and/or remote communities

- Sound administrative, communication, computing and project management skills

Desirable

- Experience working for a community development or not-for-profit organisation
- ESL qualifications and/or experience

Aboriginal and Torres Strait Islander people are encouraged to apply.

Please send a covering letter and resume to admin@lff.org.au