

## Position Description

### **Campaign Project Officer – Mt Druitt NSW**

<b>Position title:</b>	Campaign Project Officer
<b>Position Location:</b>	<i>Mt Druitt</i>
<b>Employment load:</b>	Full time; contract position, contract length may vary subject to continued funding
<b>Reports to:</b>	National Campaign Director
<b>Direct reports:</b>	Campaign Coordinator, Literacy Facilitators, Survey Workers, Campaign Assistant
<b>Application deadline:</b>	<i>20 October 2023</i>
<b>Position start date:</b>	<i>1 December 2023</i>
<b>Salary range</b>	\$85,000 - 90,000 per annum plus superannuation and salary packaging

#### **About the Literacy for Life Foundation**

Literacy for Life Foundation is an Aboriginal-run and community-focused charity seeking to address low literacy in Aboriginal communities.

Teaching adults to read and write is a critical first step in enhancing intergenerational literacy, delivering better health outcomes, lifting employment and achieving improved self-determination.

The Literacy for Life Foundation leads from behind, promoting and supporting Aboriginal community members as experts in their own context, allowing them to take on the role of adult literacy facilitators and mentors and boosting literacy in their communities. We place power in the hands of local Aboriginal community members who care about each other and understand the strengths and needs of their community.

We use an innovative, evidence-based, Campaign approach that has helped millions around the world and is now delivering results across Australia. Promoting local Aboriginal ownership and leadership of the Campaign at each site, our approach recognises rich existing cultural knowledge and ways of learning, supporting learners to acquire the literacy skills that lead to further opportunities.

You can learn more about the work we do on our website: [www.lff.org.au](http://www.lff.org.au)

#### **Position Brief**

The Campaign Project Officer will help recruit and train local staff to deliver the Campaign as well as ensuring community leaders and representatives can participate in Campaign decisions and delivery through the community governance group.

## Candidate Profile

Community is at the heart of what we do. To be a successful member of the Literacy for Life Foundation you will be committed to advancing positive outcomes for Aboriginal and Torres Strait Islander peoples through the transformative power of literacy for people's lives, communities and broader social equity. You will be a passionate changemaker and advocate for social justice and the rights of First Nations people.

To be successful in this position, you will be a collaborative, flexible and highly-motivated community educator and organiser with a positive approach who can recognise and support the unique strengths and challenges of individuals and communities. You can skilfully navigate dynamic and diverse environments and successfully build and maintain a supportive work environment.

## Primary Responsibilities

- Planning, organisation and administration of the Campaign and Campaign budget
- Implementing the 3 phases of the Campaign using a community development approach adapted to the local context
- Socialisation and Mobilisation of the Campaign with the Aboriginal community, including overseeing a community literacy survey and recruiting local Campaign staff
- Establishing a community of supporters for the Campaign, including community organisations, relevant service providers, agencies and businesses
- Planning and implementing 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
- Supervising local staff and supporting their development in the skills needed in their roles
- Working collaboratively to monitor and assess student progress
- Developing and implementing a program of structured, literacy-based activities including work experience
- Participating in team meetings, evaluation workshops and an ongoing professional development program including induction and orientation programs
- Managing the proper reporting of Campaign data
- Providing progress reports to the National Campaign Director
- Reasonable other duties as required by the National Campaign Director and Executive Director

## Selection Criteria

### Essential

1. 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
2. Sound administrative, communication, computing and project management skills
3. Current driver's license

Desirable

1. Experience working with First Nations people
2. Experience working for a community development or not-for-profit organisation

### **How to Apply**

To apply for this position, send your CV and a cover letter addressing the selection criteria and primary responsibilities to [admin@lff.org.au](mailto:admin@lff.org.au).

Applications close on *20 October 2023*

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.