

## Position Description:

### ***NSW Lead, Literacy for Life Foundation.***

<b>Position title:</b>	Regional Lead, NSW
<b>Position Location:</b>	WFH with travel to Campaign sites — Mt Druitt, Orange, Coonamble, Kempsey
<b>Employment load:</b>	Fulltime
<b>Salary:</b>	\$115,000 – \$125,000 per annum
<b>Reports to:</b>	Director, National Campaigns
<b>Direct reports:</b>	Campaign Project Officers at each NSW Campaign
<b>Indirect reports:</b>	NSW Campaign Coordinators, Facilitators, and Assistants

## About the Literacy for Life Foundation

Literacy for Life Foundation is a dynamic, Aboriginal-run organisation achieving grass-roots change. We work to ensure Aboriginal and Torres Strait Islander adults have the literacy, learning and digital skills necessary to achieve community-wide improvements in health, wellbeing, education, justice, employment and to achieve genuine self-determination.

Operating since 2012, we continue to support communities to take the lead in putting First Nations adult literacy in First Nations hands.

Highlights include:

- More than 17 communities, across QLD, NT and NSW have led community-based training that has delivered genuine improvement in reading, writing and digital skills.
- 100+ local Aboriginal staff trained and employed – contributing to the development of a local adult education workforce.
- 400+ students have completed training.
- Retention rates are at least 30 x better than existing adult literacy training results for First Nations learners in other programs.
- Strong support from communities and other First Nations organisations.
- 12+ year track record of independent evaluation and research – illustrating the effectiveness of Aboriginal Community Control.
- Delivering improvements in health, wellbeing, education, employment, justice and increased self-determination.

Learn more at [www.lff.org.au](http://www.lff.org.au)

## Position Brief

The NSW Lead is a leadership role responsible for the delivery of Literacy for Life Foundation's Aboriginal Adult Literacy Campaigns across NSW. You will lead and support Campaign teams across four communities — Mt Druitt, Orange, Coonamble and Kempsey — providing coaching, strategic oversight, and the kind of grounded leadership that helps communities and staff to thrive.

The role sits at the intersection of people leadership, community partnership, and organisational accountability. You will report to the Director, National Campaigns and work closely with the LFLF national team to ensure Campaigns are delivered with fidelity, consistency and local strength.

## Candidate Profile

This is a hands-on leadership role for someone who understands community from the inside. You will bring experience leading programs with Aboriginal communities, and the relational skills to support staff, build trust, and help Campaigns run well. You know that the best outcomes happen when communities own the outcomes — and you will be committed to making that happen.

You are an experienced leader and organiser. You can manage complexity, hold multiple campaigns and priorities at once, and bring clarity to teams working hard in challenging environments. You lead by example, build people up, and know when to step in and when to step back.

## Primary Responsibilities

**Campaign Leadership:** Lead the planning, implementation, monitoring and continuous improvement of Aboriginal Adult Literacy Campaigns across NSW, ensuring Campaigns are delivered with fidelity to the Literacy for Life Foundation model.

**People Leadership:** Provide ongoing coaching, mentoring and professional development to Campaign Project Officers, and other Campaign staff as required to build local capability, leadership and high-quality Campaign delivery.

**Community Partnerships & Ownership:** Build and maintain strong relationships with Aboriginal communities, local governance groups, partner organisations and key stakeholders to strengthen community ownership, collaboration and Campaign success.

**Campaign Impact:** Support the sustainment and growth of Campaign impact by strengthening local capability, community ownership and pathways beyond the Campaign.

**Performance & Assurance:** Monitor Campaign performance, budgets, risks and reporting requirements, using data and regular engagement with Campaign teams to identify opportunities for improvement and provide operational support where required.

**Organisational Leadership:** Contribute to LFLF's national strategy and continuous improvement by sharing knowledge across Campaigns, representing the NSW region in organisational forums, and supporting the development of systems, resources and practices that strengthen Campaign delivery across the organisation.

## Essential

**This is an Aboriginal and/or Torres Strait Islander identified position. Applicants must be of Aboriginal and/or Torres Strait Islander descent, identify as an Aboriginal and/or Torres Strait Islander person, and be accepted as such by their community. The filling of this position is intended to constitute a special measure under applicable anti-discrimination legislation.**

- Demonstrated experience leading community development, education, or other community-based programs or services.
- Demonstrated experience working alongside Aboriginal communities and building trusted relationships.
- Demonstrated people leadership experience, including coaching, mentoring and supporting staff to achieve high-quality outcomes.

- Demonstrated ability to plan, coordinate, monitor and continuously improve complex programs.
- Demonstrated ability to build and maintain effective partnerships with communities, governance groups, partner organisations and other stakeholders.
- Strong organisational, administrative and problem-solving skills.
- Experience monitoring budgets, reporting requirements and operational performance.
- Current unrestricted Class C Driver Licence.
- Ability to undertake regular travel, including overnight travel, across NSW.
- Current National Police Check and Working with Children Check, or ability to obtain prior to commencement.

### **Desirable**

- Relevant tertiary qualifications in education, community development, management, or a related discipline.
- Experience or training in trauma-informed practice.
- Established networks within Aboriginal education, community development and/or related sectors.

### **How to Apply**

We know that people don't always fit neatly into a job description. If this role speaks to you, we'd love to hear from you.

If you'd like to have a yarn about the position before applying, please get in touch with Pete — 0414 890 673 or [peter.mitchell@lff.org.au](mailto:peter.mitchell@lff.org.au)

### **To apply directly**

Please email [admin@lff.org.au](mailto:admin@lff.org.au) with:

- your current CV; and
- a brief cover letter (around 1–2 pages) introducing yourself, outlining your experience, and telling us why you're interested in this role.