



APPLICATION PACK

Vacancy: Coordinator

We are hiring!

Ngukurr Language Centre is seeking a dedicated person to join the team as our coordinator. This is an exciting opportunity to manage a passionate team of language workers, elders, and linguists.

About the Ngukurr Language Centre

The goal of the organisation is to revitalise, document, teach and promote the traditional languages of the Roper River region. This is achieved through the delivery of a range of community-based language programs and through advocacy within the wider community. Current programs include language camps, school program, conversation classes, resource production including dictionaries, cultural awareness courses, and professional development for Indigenous language workers.

The Ngukurr Language Centre is an independent, Indigenous governed organisation with a culture of transparency and inclusivity. It is well known for its community focus in supporting the maintenance and revitalisation of Indigenous languages of the region. It was originally established in 1999 as a branch of the Katherine Regional Aboriginal Language Centre (KRALC) and after the closure of KRALC, reopened as an independent organisation in 2011. It has been moving from strength to strength since then, and now has secured operational funding through to June 2024, with the view to extend in the next funding round.

After developing this young organisation into its current healthy state with vibrant programs and a big presence in the community, the outgoing Coordinator seeks to hand over the role to a new Coordinator who can oversee the continued development of the organisation.

Organisation structure

The Ngukurr Language Centre is a small, independent, non-profit organisation. The organisation is governed by an all Indigenous committee, elected from a membership base of local language workers, language speakers and educators. The Coordinator reports directly to the Board of Directors and supervises the other employees including part-time language workers, approximately 25 casual language workers, and a linguist. The Language Centre also has a contracted accountant and a volunteer Public Officer, based outside of Ngukurr.

About the role

The role of the Coordinator is to manage the daily operations of the Language Centre. This includes managing the finances and administration of the organisation, reporting to



NGUKURR LANGUAGE CENTRE

the board of directors, facilitating good corporate governance, supervising staff, and managing projects, assets and resources.

The position is part-time (30.4hours/week), commencing in January 2023. The new recruit will be given a two-week hand-over by the outgoing Coordinator. There is a six-month probationary period, with an initial review after three months. Accommodation is provided. It is fully furnished with all amenities included. The Language Centre has a vehicle which is to be used for work purposes only.

The Language Centre welcomes all applications. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

About you

This position requires a multi-skilled, team-oriented person with a high level of cross-cultural competence. It is suited to an adaptable, friendly, and organised person with business management experience and knowledge of community development practices. In addition to this, the coordinator should have a strong understanding of the context of Aboriginal languages.

Before applying, please consider that living and working in a remote environment can be challenging. Applicants who have previous experience working in Aboriginal or Torres Strait Islander communities will be highly regarded.

Location and Languages

The coordinator is required to be based in Ngukurr, a large Aboriginal community (pop: 1000+) in Southern Arnhem Land. It is a dry community. The community has 8-10 traditional languages that are all endangered. The language of everyday communication is Roper Kriol. The community is surrounded by tropical savannah landscape and lies on the banks of the Roper River. It is close to Limmen National Park, providing ample opportunities for fishing and camping. The community amenities include a swimming pool, arts centre, health clinic, school, child care centre, police station, motel and a large store.

Salary and Entitlements

Salary Range	\$77,000 - \$81,000 plus 10% Superannuation (based on skills and experience)
Annual Leave	6 weeks (includes 17.5% leave loading)
Accommodation	Fully furnished accommodation in a small two bedroom house.
Tenure	2 years (with possibility to extend)
Award	Social, Community, Home Care and Disability Services Industry Award 2010



Coordinator: Duties and Responsibilities

The role of the Coordinator is to manage the daily operations of the Language Centre. This includes working with the Linguist to support the development and running of language programs and the mentoring of language workers, managing the finances and administration of the organisation with support from the accountant, facilitating good corporate governance, and managing projects, assets and resources.

Financial, Administrative and Strategic Management

- Maintain efficient administrative procedures required for the day-to-day operation of the Language Centre, including correspondence, business documentation, asset and resource management, reporting, financial management and human resource management
- Financial management of the Language Centre's business activities including monitoring and management grant expenditure and other income, working closely with the organisation's accountant and auditor and reporting to the Committee
- Supervise and support staff to increasingly take on payroll, basic bookkeeping and data entry and manage payments and receipts.
- Supervise and support staff, including development of work plans, providing feedback and appraisal, and facilitating professional development.
- Research and source funding opportunities for language projects based on the organisation's goals and strategic plan and in collaboration with the Committee
- Implement and facilitate language projects and programs and work with the accountant to acquit funding upon completion
- Prepare reports and documentation of activities to meet reporting requirement of funding agencies, committee members and other stakeholders as applicable
- Manage and maintain the Ngukurr Language Centre facility and its assets
- Develop opportunities for the Language Centre to generate independent income e.g. language consultancy services, translation services, Kriol and cultural awareness courses, merchandise or tourism opportunities
- Work with the Committee to develop a new Strategic Plan following to develop the organisation and its programs, assess progress and provide feedback to the Committee
- Develop and maintain strategic links and relationships with other local, regional, and national organisations in line with the strategic goals of the organisation

Governance and Community Development

- Facilitate regular meetings of the governing committee and foster collaborative decision-making and participatory processes



- Maintain governance related records, including minutes and member's list and work with the Public Officer to report to regulatory bodies (e.g. Office of the Registrar of Indigenous Corporations)
- Foster good governance practice by the committee and members
- Support language workers and committee through ongoing mentoring and training in a range of areas in order to gradually increase understandings and capacity to deliver quality programs
- Work respectfully, collaboratively and co-operatively with staff, committee members and program participants

Language Resourcing and Programs

- Promote the increased use and recognition of the traditional languages of the region
- Foster community interest in language work and language learning, and raise awareness of how the languages can be learned in the current context
- Coordinate language workshops and classes to help adults and children learn their languages and develop skills in language work
- Facilitate the appropriate distribution and dissemination of copies of language resources to community members
- Work with the linguist to ensure language programs are of a high quality and lead to tangible benefits for the resourcing, revitalisation and maintenance of traditional languages of the region
- Coordinate language camps on country
- Foster the development and awareness of Kriol as central to the linguistic ecology of Ngukurr. This may include encouraging the use of Kriol for effective workplace communication, coordinating Kriol language/cultural awareness courses, written translation services and the provision of information for non-Indigenous residents.

Assistance to the Linguist

- Contribute to the development of language resources (audio, video, print), and facilitate activities that increase or improve the documentation of local traditional languages in audio, video and written formats
- Contribute to the maintenance of the language resources and archives held by the Language Centre (in audio, video and print formats) and the maintenance of the catalogue (metadata) of digital and print resources held at the Language Centre
- Contribute to the organisation's media and social media channels to promote and educate community members and the general public about the Language Centre, its activities and languages
- Support best practice in language documentation, including the use of archive quality digital formats for audio/video and ensuring that written language adheres to agreed upon, consistent writing systems (orthographies)



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- Find ways to capitalise on new technology in language activities (e.g. to develop audio, video and well-designed print resources)



Essential Selection Criteria: Coordinator

Applicants should respond to the following selection criteria (more information on the application process below):

- Relevant tertiary degree (Linguistics, Indigenous studies, international or community development, social sciences etc.) and/or relevant post graduate qualification and/or a combination of study and expertise and experience obtained through previous appointments sufficient to succeed in this position
- Proven experience in business management and administration.
- Experience and/or qualifications in supervising and mentoring staff and/or delivering vocational or on-the-job training
- Knowledge of community development principles and practices
- Demonstrated understanding of historical, social and political context of Aboriginal languages
- Experience in project management, including budgeting, developing, implementing, monitoring and acquitting projects
- Experience in grant writing and sourcing funding from diverse sources including government and philanthropic donors
- Experience living and working in remote Indigenous communities
- Experience with facilitating or contributing to good corporate governance
- Demonstrated cross-cultural communication skills and the ability to work successfully in linguistically diverse environments
- Willingness to learn the local language (Roper Kriol) and use it in the workplace
- Excellent IT skills including data management and social media
- Has or able to obtain Working with Children (Ochre Card) clearance and National Police Clearance
- Current manual driver license with experience in 4WD and long distance drives.



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Application Process

Applicants should submit their application to contact@ngukurrlc.org.au. Please supply:

- A cover letter, written in plain English
- A response to each of the individual selection criteria
- Provide a current and relevant CV (max 2 pages) including three professional referees.

Applicants are asked to combine the three components of the application into one .pdf file with the title '[Insert Name] - NgLC Coordinator Application 2022'

Applications close at 5pm (NT time) on Friday the 11th of November 2022.

To discuss the position or to find out more please contact Jordan Hollis at contact@ngukurrlc.org.au or on (08) 8977 4225.