



Nairm Marr Djambana Inc.
32 Nursery Avenue
Frankston, Vic 3199
03 9783 1521
ABN: 38 965 604 576

Position Description:

Aboriginal Program Facilitator (Identified)

Job title	Aboriginal Program Facilitator (Women's Business)
Term	12 month contract
Reports to	Social and Emotional Wellbeing Coordinator
Work hours	UP TO 15 hours per week Wednesdays & Thursdays Flexibility to work outside of normal business hours and occasional weekends (if required)
Award and classification	Social, Communities, Home Care and Disability Services Industry (SCHADS) Award – Level 4 Pay point 1
Location	32 Nursery Avenue, Frankston, Vic, 3199

About Nairm Marr Djambana

Nairm Marr Djambana is an Aboriginal Gathering Place and Neighbourhood House that provides culturally strengthening services, programs and activities for the Aboriginal and Torres Strait Islander community in the Frankston area. We aim to strengthen the health and wellbeing of the fast growing First Nations community and to drive strong social, economic and cultural outcomes for the community.

Our dream is for a thriving, empowered, self-determining First Nations community guided by Aboriginal ways of Knowing, Being and Doing. With a young First Nations population in the Frankston area, supporting young First Nations people to thrive is a critical priority for Nairm Marr Djambana.

Nairm Marr Djambana is a Child Safe Organisation.

About the role

The Aboriginal Program Facilitator is responsible for planning, coordinating, and delivering Nairm Marr Djambana's cultural arts and early years programs for First Nations children and women community members. This role has primary responsibility for the delivery of Nairm Marr Djambana's longstanding weekly **Kirrup Playgroup (0–4 years)** and **Women's Group**. These programs are designed to strengthen cultural identity, build skills and confidence, nurture connections to peers, family, and community, and support positive social and emotional wellbeing outcomes.

Nairm Marr Djambana is seeking an experienced facilitator with demonstrated skills in planning and delivering culturally safe and engaging programs, particularly for First Nations Women, children and families. The successful candidate will be committed to creating a culturally safe, strong, inclusive, and supportive environment that values self-determination and empowers the voices, strengths, and aspirations of participants.

This is an identified role for Aboriginal or Torres Strait Islander people only under section 12 of the *Equal Opportunity Act 2010* (Vic).

Our values

Nairm Marr Djambana's staff are expected to be familiar with our organisational values and to demonstrate commitment to these values at work.



We provide a safe environment for our children, young people, community, workers and volunteers



We take a strength-based approach to supporting our children, young people and community



We do the right thing by Nairm Marr Djambana and our children, young people and community



We respect the rights of our children, young people and community, and treat everyone fairly and with dignity



We anticipate and adapt to change to achieve growth



We are honest, transparent and accountable to our children, young people and community and all of their voices are heard

Key responsibilities

Program planning and delivery	<ul style="list-style-type: none">• Plan and deliver programs that are trauma-informed, culturally strengthening and evidence-based, including:<ul style="list-style-type: none">- Early years' programs (including Kirrup Playgroup)- Women's group- Other programs as required• Ensure programs are informed by the voices, needs and aspirations of program participants• Ensure all programs and activities are aligned with our strategic plan and organisational values
Program evaluation	<ul style="list-style-type: none">• Support program evaluation to ensure continuous improvement
Compliance	<ul style="list-style-type: none">• Comply with relevant legislation and policy frameworks• Comply with organisational policies and procedures, including but not limited to our child safe policies and procedures• Comply with organisational values and Code of Conduct• Comply with any other relevant policies related to the role
Other duties	<ul style="list-style-type: none">• Support the promotion of our programs and activities through our networks, website and social media• Undertake administration and record-keeping to support program delivery and evaluation• Supervise work experience & volunteers (as required)• Any other duties reasonably required by Nairm Marr Djambana

Workplace health and safety

Nairm Marr Djambana is committed to providing and maintaining the health and safety of its employees. All staff are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues.

Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. More information can be found in Nairm Marr Djambana's Workplace Health and Safety Policy.

Child Safety

Nairm Marr Djambana is a child safe organisation and is committed to creating and maintaining a child safe environment where all children are valued and protected from harm and abuse (see Statement of Commitment below). More information can be found in Nairm Marr Djambana's Child Safety and Wellbeing Policy.

Key Selection Criteria

Qualifications	<ul style="list-style-type: none">• Relevant qualifications and/or experience in program planning and facilitation
Skills and experience	<ul style="list-style-type: none">• Demonstrated knowledge and understanding of the Victorian Aboriginal community• Cultural awareness and respect for cultural safety• Demonstrated experience planning and delivering early education programs with children• Experience in planning delivering arts and cultural programs with women• Strong understanding of trauma-informed practice• Understanding of Child Safety• Ability to work independently and as part of a team• Strong commitment to confidentiality• Strong interpersonal and organisational skills
Other	<ul style="list-style-type: none">• Satisfactory National Police Record Check• Valid Working with Children Check• Current Driver's licence (desirable)• Right to work in Australia

Nairm Marr Djambana

Child Safe Statement of Commitment

Nairm Marr Djambana has zero tolerance for child abuse. Nairm Marr Djambana is committed to creating and maintaining a child safe environment where all children and young people are valued and protected from harm and abuse.

All children and young people who attend services, programs, events and spaces (including online) that are delivered, owned or managed by Nairm Marr Djambana, have the right to be heard and feel safe regardless of their, or their families', age, gender, race, ability, religious beliefs, sexual orientation or social background.

Nairm Marr Djambana will encourage and support Aboriginal children and young people to express their culture and enjoy their cultural rights and commits to creating culturally safe environments.

Nairm Marr Djambana will actively facilitate the voices of children and young people in our planning, the design and delivery of services, programs and events and in the management of facilities.

Nairm Marr Djambana's priority is to involve children and young people in opportunities to influence matters that affect them as active members in their community.

Nairm Marr Djambana will treat all reports of child safety concerns seriously and will actively encourage children and young people to raise such issues.

We have legal and moral obligations to contact authorities when we are worried about a child or young person's safety, which we comply with rigorously.

Our organisation is committed to assisting in the prevention of child abuse, identifying risks early and removing and reducing these risks.

We have robust recruitment policies and procedures, and we are committed to training and educating them on child abuse risks and responsibilities.

We are committed to the cultural safety of Aboriginal children and young people, the cultural safety of children from a culturally and/or linguistically diverse background and to providing a safe environment for children with a disability.

We have policies, procedures and training in place to support us to achieve these commitments.

