Paupiyala Tjarutja Aboriginal Corporation

Tjuntjuntjara (WA)

**Position Description**

**Position Title:** Women’s Centre Coordinator

**Location:** Tjuntjuntjara Community

**Responsible to:** PTAC Board and General Manager, reports to the Community Coordinator on a day to day basis

**Salary & Conditions**: $65,020 plus District Allowance

**Total Salary Package:** $111,704

**Level:** Level 6

**Award:** Aboriginal Communities and Organisations (WA) Interim Award 2011

**Spinifex People**

The Spinifex people, including those residents at Tjuntjuntjara, are represented by the Pila Nguru Corporation, the native title representative body in the Spinifex native title area. Within this area, Paupiyala Tjarutja Aboriginal Corporation manages all services in the Tjuntjuntjara community.

Tjuntjuntjara is the main population Centre for the Spinifex Lands, over 55,000 sq. kms of Native Title area in the Great Victoria Desert region of Western Australia. As a strong and independent community-controlled organisation reliant on support from Ngaanyatjarra Council Aboriginal Corporation (under a sub-contracting arrangement) to deliver the full range of RJCP services, PTAC is responsible for linking job services to local employment & training strategies.

**Position Overview**

The Tjuntjuntjara Community Women’s Centre aims to provide a space for women to gather, meet and participate in a range of activities such as health, social issues, child welfare, and so on. It provides a secure space where women can gather and meet to discuss social or other issues.

The Centre is a multi-function facility that is currently hosting the community’s HACC Program, Tjitji Kulurnpa (Mothers and Babies) programs, Good Tucker club, Tjuntjuntjara Café and the op shop.

The HACC program operates out of a separate kitchen in the Centre. The Women’s Centre Coordinator and HACC Coordinator will work together, with PTAC management, to ensure that the women’s and health programs support each other. Both the Women Centre Coordinator and HACC Coordinator share an office.

The centre aspires to develop programs and activities with the women that meet the COAG Closing the Gap “Building Blocks”:

1. Early Childhood
2. Schooling
3. Health
4. Economic Participation
5. Healthy Homes
6. Safe Communities
7. Governance and leadership

The centre is open to the public 35 hours per week for the following hours:

Monday to Friday 9.00am to 12.30pm

1.30pm to 5.00pm

During closing hours the WC Coordinator can utilise this time for administration purposes.

Programs and services to be delivered are:

1. Provision of education and family advice on food storage, preparation of suitable nutritious meals and snacks and home hygiene to individuals and groups.

2. Supporting women to develop leadership skills in health, nutrition and family issues.

3. Provision of a secure venue for meeting and managerial discussions around centre programs and issues.

4. Provision of a secure and function space for the operation of a community creche.

5. Provision of a space and resource for women's health initiatives.

6. Provision of a space for arts and crafts activities, including coordinating and organising bush trips with senior women to collect materials and plants for food, arts and crafts, and for making traditional medicines.

7. An operating women's centre facilitates further development of program links with other community and non-community bodies relevant to the Women's Centre operations such as the NPY Women’s Council and other similar organisations

8. Work with and support the Tjitji Kulurnpa program with the Spinifex Health Service and school, working towards increasing the number of playgroup sessions held per week.

9. Provide group education on child nutrition, growth and development

10. Liaise with the Spinifex Health Service (and school as required) about any children they have concerns about

11. Assist families in identifying and problem solving food security isses (ie. safe storage, finances etc.)

12. Facilitate monthly women’s health workshops with staff from PTAC’s health service (Spinifex Health Service)

13. Facilitate regular meetings with the women to develop further the strategic direction of the women’s centre.

The role of the Coordinator is to encourage and support more women to undertake leadership, representative and management roles by involving women in the development of programs that operate out of the Centre, consulting with women on issues related to the women's centre and supporting and encouraging women to take leadership roles in community programs, within the family and on women’s issues in governance.

Further, the Coordinator’s role is to encourage women to use the Women's Centre as a base from which they can gather, discuss, formulate and develop solutions to problems, influencing those decisions made in the community which affect them and their families. There are women Directors on the PTAC Board who provide leadership and feedback to the board about a broad spectrum of issues including women's issues.

The Coordinator will facilitate a space where women can go to strengthen their networks with each other and with community organisations such as the store, office, health centre and school. These networks improve service delivery and program designs.

The women's centre provides a safe space for women to talk freely, but also to pursue cultural traditions such as traditional arts and crafts activities (basket making, wood carvings, traditional song and storytelling), and traditional medicine making.

The Coordinator will provide a nutrition support role to women and children and where necessary, work closely with families identified as having children with nutrition related growth and development issues. The Spinifex Health Service and the Tjuntjuntjara School will provide support to ensure that cases are managed adequately and effectively.

**Reporting Relationship**

This position reports to the General Manager and is supervised by the Community Coordinator on a day to day basis. Reporting for funding requirements will be completed in conjunction with the SHS to ensure COAG-funded Family Nutrition project objectives are met.

**Expected Outcomes**

1. That the women centre will be open and welcoming for the women of Tjuntjuntjara.
2. Ensure that a range of services that meet the needs of Anangu are initiated on an ongoing basis
3. To establish a women centre sub-committee to assist in planning and ongoing operation of the centre and its activities.
4. To liaise with and promote positive and co-operative working relationships and partnerships with funding agencies, wider community groups & members.
5. To promote teamwork & co-operation among PTAC staff.
6. To maintain confidentiality on all aspects of the Women’s Centre and PTAC business.
7. To report monthly to the Community Board on programs direction and activities.
8. Manage operating budgets and the ordering of stores and equipment.
9. To facilitate and promote social enterprise

**Statement of Duties**

1. **Coordinate** the day to day operations of the Women’s Centre in accordance with set procedures. Ensure the Centre is maintained securely and that the building is kept clean, tidy and safe for women.
2. **Administer** the requirements of all projects, reporting to and working under the Coordinator on grant administration of the centre. Ensure that PTAC Administrative processes are maintained and reported on.
3. **Coordinate** the centre activities, meetings, art and craft activities, and liaise with the health service, school and Coordinator with regard to developing and scheduling in other activities. Ensure that a broad range of programs are available that support women in healthy homes, nutrition, sewing, childcare, health and cultural activities.
4. **Coordinate** clear information exchange with the community’s women and involve the women in all program development meetings, activities and decisions.
5. **Liaise** with the women as appropriate to achieve the Women’s Centre’s required outcomes
6. **Supervise** indigenous staff and volunteers in a culturally appropriate way. Encourage women to participate in and take responsibility for activities operating from the Women’s Centre.
7. **Identify and coordinate** training and professional development opportunities for indigenous staff and volunteers. Further, provide and support community capacity building through education and support. Undertake training as may be required.
8. **Demonstrate** Leadership when undertaking the duties of the WC Coordinator by challenging obstacles, enabling others to act, inspiring a shared vision and modelling the way ahead.
9. **Perform** any other duties that are reasonable and directed by the General Manager.
10. **Establish** a women centre committee to provide direction to the Women’s Centre Coordinator around program development, activities and projects.
11. **Liaise** with other community groups (e.g. health) to co-ordinate education and good health of women.

## **SELECTION CRITERIA**

**Qualifications**

Tertiary qualifications in a relevant field and a minimum of 3 years’ experience in a managerial or supervisory position.

**Skills and Abilities**

Ability to apply community development principles to the workplace and environment and get on with people in different working environments and cross cultural situations.

***Procedural:***

* Knowledge and compliance of PTAC policies and procedures
* Organisational skills
* Time management
* Data collection and reporting

***Information Handling****:*

Ability to handle information (both computer and hardcopy) and comply with PTAC policies and procedures on information management.

***Technical****:*

Computer skills to format documents and retrieve complex information on the computer and an ability to setup, operate and solve technical problems with computers and other equipment.

**Communication/Interpersonal**:

***Internal***

Ability to engage staff in productive interaction and communication with regards to Management Committee decision making and operational staff functioning.

***External***

Ability to facilitate the engagement of clear communication when the Women’s Centre is delivering on customer service requirements.

Ability to represent the Women’s Centre on certain subjects to a variety of groups.

Ability to communicate in writing on ideas and advice in a clear and appropriate manner.

***Marketing/Promotion****:*

Ability to undertake basic or assist in the development of a market plan to develop and deliver relevant services and products and further promote those with the assistance of the PTAC Board.

***Supervision:***

Able to supervise the workflow of employees and volunteers and resolve day to day operational problems of those individuals with limited direction.

***Business/Financial:***

Ability to undertake simple financial records management and contribute to the preparation and monitoring of women’s centre budgets and business plans.

Ability to seek out, apply for and coordinate additional funding with limited direction or support.

***Leadership:***

Demonstrated leadership qualities that show a willingness to challenge obstacles, enabling others to act, inspiring a shared vision and modelling desired behaviours for progress.

***Project management:***

Ability to develop, plan and coordinate projects operating from the centre in full consultation with the Women.

***Cross Cultural:***

A genuine interest in working cooperatively with traditionally-oriented Aboriginal people.

Good understanding of community development and capacity building.

Strong cross cultural communication skills.

Demonstrated knowledge of and successful outcomes in government funding programs relating to community development in Indigenous communities.

Experience working in a remote area Aboriginal community

**Salary Package**

Total Package: $111,704 (Includes furnished housing, utilities, phone, internet, salary sacrificing, superannuation)

Base Salary: $65,020 per annum

District Allowance: $4,333

Annual Leave: 4 weeks with 17.5% leave loading

Additional Leave: Up to 2 weeks in lieu of public holidays worked.

Isolation leave; 1 week for every three months service (4 weeks per year)

Travel: 2 travel days are provided every 12 weeks for each isolation leave break. 2 travel days are provided once per year when annual leave is taken. Total number of travel days provided is 8 per year.

Superannuation: 9.5%

Accommodation: Subsidized furnished accommodation at nominal rent of $40 week (includes utilities)

Annual Airfare: Return airfares to place of recruitment for annual leave after 12 months continuous service for the incumbent and dependants onsite.

Relocation: The salary package also includes relocation from the applicant’s place of recruitment. This is outlined in the Aboriginal Communities and Organizations (Western Australia) Interim Award 2011.

Salary sacrificing: As per the organisation’s salary sacrifice policy

Zone A rebate area

Phone Allowance $50/month

Internet Allowance: $50/month

Overtime: Overtime and time in-lieu included in the salary.

Position Status: Permanent (two year renewable contract after a 3 month probationary period). Grant funding is reviewed annually.

Probation: There is a 3 month probationary period on commencement of employment with PTAC, with a performance review to ascertain suitability of ongoing employment.