



NATIONAL CENTRE OF
INDIGENOUS EXCELLENCE

Job Ready (Employment & Training) Coordinator

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

About the Job

The purpose of this role is to coordinate the development and implementation of our Job Ready program including training, placement and contract outcomes. The role works both practically with students, and strategically to connect Aboriginal communities and resources/funding opportunities, to achieve the best student outcomes. The program is currently focused on Hospitality with plans for expansion into other relevant industries.

About you

You will hold tertiary qualifications in: Business, Hospitality, or Adult Education and/or have extensive, equivalent on the job experience. You will have a sound knowledge and skills in training and employment, contract management and mentoring including educational program development, evaluation and reporting. You will be able to demonstrate capabilities in networking, developing partnerships and working constructively with Aboriginal people and Torres Strait Islanders. A NSW Working with Children clearance is required for this role.

About the NCIE

The National Centre of Indigenous Excellence Ltd (NCIE) is built on the land of the Gadigal people of the Eora Nation. The NCIE builds capabilities and creates opportunities by delivering life-changing programs from our heritage-listed facilities in Redfern. The NCIE offers:

- Attractive salary packaging
- Free on-site gym & pool membership
- Our values are Excellence, Inclusiveness, Integrity and Growth

You are invited to apply by submitting a CV and covering letter to jobs@ncie.org.au. Please CLEARLY indicate the job title "Job Ready Coordinator" in the subject of your email.

Enquiries: Please contact Ann Pitkeathly HR Manager at the NCIE on 02 9046 7831 during business hours.

Closing date for applications is by close of business, Friday 29 September 2017.

For full selection details click on the link below:

www.ncie.org.au/about/our-jobs