



## POSITION VACANT

**Rumbalara Aboriginal Cooperative – Health & Wellbeing Services now have the following vacancy**

### **Early Years Manager – New Position**

**Full time - Fixed Term 2 Years - 38 hours per week**

#### **About the Role**

We are seeking a highly motivated, experienced, organized and detailed individual to join our team. The Early Years Manager is an integral position within the Health and Wellbeing Team.

The Early Years Manager will lead a multidisciplinary team to provide high quality early years services to the Aboriginal and Torres Strait Islander community. The Early Years Manager will be responsible for overseeing a range of portfolios including: ANFPP program, Koori Maternity Services, Connected Beginnings and Maternal Child Health.

#### **About You**

- Degree or Diploma in early years or experience working within early years will be highly regarded.
- Knowledge of and experience working in the early year's area.
- Demonstrated ability to lead and manage multidisciplinary client service teams focusing on continuous improvement in service quality and expansion of services.
- Excellent leadership, people and time management skills.
- A high level of knowledge of the Early Years Learning Framework and the National Quality Framework.
- Demonstrated ability to lead operational planning and to participate in organisation-wide strategic planning to develop and implement aligned business plans and work within required budgetary constraints.
- Highly developed communication, interpersonal and written skills, including the ability to prepare complex funding submissions, support change processes, resolve conflict, negotiate with internal and external stakeholders, provide advice and undertake consultation.

#### **What do you need to apply?**

- Experience in working in an Aboriginal organisation and/ or knowledge and understanding of Aboriginal culture and history
- Evidence of your Covid-19 Vaccination Status
- Current Working with Children's Check
- National Police Check
- Driver's License

#### **Benefits**

- SCHADS Award Level 8 (Depending on qualifications and/or experience)
- 10.5% Super with choice of fund
- Salary Packaging of \$15,900 available for
- Access to free and confidential *Employee Assistance Program*
- Professional development opportunities
- Potential for relocation allowance
- Christmas bonus days and NAIDOC day
- Laptop and mobile phone

**For further information or to apply**, please email: [cherryn.briggs@raclimited.com.au](mailto:cherryn.briggs@raclimited.com.au) or visit [rumbalara.org.au/careers/](http://rumbalara.org.au/careers/)

**Your application must include:** Your current resume, and a cover letter outlining the key selection criteria

**Applications Close: Friday 21<sup>st</sup> Oct**

**Aboriginal & Torres Strait Islander community are strongly encouraged to apply.**

**Rumbalara Aboriginal Co-operative is an Equal Opportunity Employer who provides an inclusive work environment and embraces the diverse talent of its people.**