



Project Officer THRYVE National

- 2.5-year Fixed Term, Full Time contract
- Location: based at the THRYVE NSW office in Wollongong
- Salary Range: between \$84,730 - \$88,600 per annum depending on experience, plus 10.5% superannuation

Aboriginal and Torres Strait Islander people are encouraged to apply.

About the Organisation:

Established in 1981, SNAICC – National Voice for our Children is the national non-government peak body for Aboriginal and Torres Strait Islander children. SNAICC's vision is that Aboriginal and Torres Strait Islander children, young people and families are protected, our communities determine their own futures, and our cultural identity is valued. We work to amplify the voice of community and the sector for the fulfilment of the rights of our children. SNAICC plays a key role in the following areas:

Research and policy development, with high-level leadership, policy papers and sector representation
Training and resource design, development and delivery including topics such as early childhood development, partnerships, family support, trauma, and cultural competency
Support for sector development, membership, and networking

THRYVE

THRYVE is part of a new initiative within SNAICC, that aims to represent, build and grow the community-controlled early childhood education and care (ECEC) sector across the country. The 3 THRYVE pilot sites (THRYVE NSW, THRYVE WA and THRYVE Victoria) will act as a support-based service for the community-controlled ECEC sector, providing representation and leadership in areas such as: workforce development and training, service quality, networking and communities of practice, policy and system development.

About the role:

The THRYVE Project Officer will support THRYVE projects and other key operational functions. This role will support various key projects and assist with project administrative tasks including secretariat support to advisory committees, and project reporting requirements.

Some of the key responsibilities of this role include:

- Coordinate THRYVE's operations plan and processes
- Coordinate timely contract management and reporting requirements across the THRYVE funded activities, including establishing and maintaining effective data collection mechanisms.
- Provide secretariate support to the THRYVE national advisory committees and other meetings as requested, including the preparation of reports as required
- Coordinate and support all aspects of project planning and development for a range of THRYVE initiatives

- Act as a point of contact between internal and external stakeholders for THRYVE matters including contractors/consultants, educators, funders.
- Build sound networks and relationships to facilitate effective communication, information sharing and increased understanding of THRYVE resources and supports with internal and external stakeholders
- Work collaboratively with SNAICC HQ and the other THRYVE pilots on shared projects.

What we can offer you

- Inclusive positive team culture
- Opportunity to make a positive impact to Aboriginal and Torres Strait Islander communities
- Attractive salary
- Salary Packaging (\$15,900 tax free salary component and an additional component of up to \$2,650 tax-free to be spent on meals entertainment / accommodation & venue hire – subject to Government regulations)
- Leave loading
- Cultural leave provisions
- Flexible work arrangements

Applications must include:

- A brief cover letter outlining why you are applying for the position
- Written responses to how you meet each of the key selection criteria, including short examples demonstrating your proficiency for each criteria
- A resume with your skills, experience, and qualifications, relevant to the position
- Names and contact details for two or more recent referees.

All applicants will be notified of the progress or outcome of their application. The successful applicant will be required to have or obtain a current Working with Children Check and a National Police Check.

Please email your application to recruitment@snaicc.org.au.

For general information about SNAICC, visit the SNAICC website: <https://www.snaicc.org.au/>

For specific questions about the role please contact: Jo Goulding- Director THRYVE National
Joanne.goulding@snaicc.org.au or 0431 543 089.

**CLICK TO VIEW THE
POSITION DESCRIPTION**