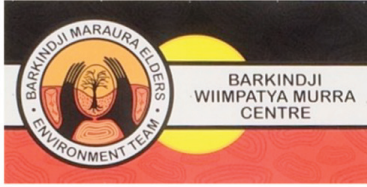


Barkindji Maraura Elders Environment Team Ltd.



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Training Development Coordinator

Our client, Barkindji Maraura Elders Environment Team Limited (BMEET), located in Dareton, NSW, provides a program of works and community events to facilitate employment and training for young Aboriginal people in cultural heritage and natural resource management. A team of BMEET Rangers carry out cultural and environmental protection works on local reserves and on a contract basis for government agencies and private industry.

Their work provides social and emotional wellbeing support for the local Aboriginal community, including educational programs designed to increase school attendance and assist in career pathways for students and young job seekers. BMEET also includes the Barkindji Wiimpatya Murra Centre, stocked with artwork by local Aboriginal artists.

About the role

The BMEET Training Development Coordinator will be responsible for the coordination and provision of training programs, primarily for the BMEET Ranger team, but also may include other organisational training from time to time. BMEET is committed to providing opportunities for skills development for young Aboriginal people to increase their potential for achieving long term employment.

This is an Aboriginal identified position; therefore, applicants must be of Aboriginal descent, identify as being Aboriginal and be accepted in the local community as such.

We are looking for an energetic and committed individual with experience in the adult education and training sector, along with demonstrated experience and knowledge of Aboriginal cultural heritage, to take on the role of BMEET Training Development Coordinator. The role requires an understanding of environmental land and water management and an ability to facilitate and coordinate both on-the-job and formal training for BMEET staff.

This position is full time with an immediate start available, for the duration of up to a two-year contract (in line with relevant funding agreement). You will work as part of the Ranger team, reporting to the BMEET Ranger Supervisor.

Key responsibilities

- Liaise with Registered Training Organisations (RTOs) and Training Services NSW to arrange delivery of designated training programs including funded courses where possible
- Coordinate enrolments in nationally accredited and non-accredited training for BMEET Rangers
- Develop timetables and training plans for individual Rangers to undertake theory sessions either in classroom settings or online, in consultation with the BMEET Ranger Supervisor
- Assist individual Rangers to set their own training goals and develop pathways to future employment
- In collaboration with the RTO trainers and

assessors, arrange for on-the-job training in line with the relevant units of competency in the designated Certificate Courses

- Support the BMEET Ranger Supervisor in the purchase, maintenance and application of designated equipment
- Liaise with relevant government, employment and training agencies in regard to traineeships for Rangers, potential and existing wage subsidies, and other opportunities which support the Rangers to achieve their training goals
- Maintain records of all aspects of progress and performance in Ranger training and skills development, in a format suitable for inclusion in regular reports which BMEET is required to submit as part of compliance with funding agreements

Expected Behaviours and Personal Attributes

- Excellent time management skills and organisational skills
- Self-motivated and enthusiastic
- Highly developed written and verbal communication skills
- Ability to undertake all duties in a diligent manner, with honesty and integrity
- Ability to work in a team environment with the capacity to work autonomously
- Willingness to comply with requirements of funding agreements
- Demonstrated commitment to ongoing professional development

Education, Qualifications and Experience

- Previous experience in the education and training sector, ideally in an adult setting
- Demonstrated knowledge of the nationally accredited training system
- Proficiency in Microsoft Office, MS Outlook, Word, and Excel
- Demonstrated experience and knowledge of Aboriginal cultural heritage
- Certificate IV in Training and Assessment (TAE40110) is preferred
- Experience in conservation and land management including environmental protection works is preferred

Other Features

A current National Police Check is required or a willingness to obtain on

A current NSW Working with Children check or a willingness to obtain one

If this sounds like your ideal next role, apply now by emailing your CV and cover letter to shelley@hrgurus.com.au. Please note, Aboriginality is a genuine occupational qualification as authorised by Section 14 of the *Anti-Discrimination Act 1977*.