



Project Coordinator – Ninti One

The Project Coordinator contributes to Ninti One's role in supporting a significant program that enhance the lives of Aboriginal and Torres Strait Islander children and families, Connected Beginnings (CB). Connected Beginnings is co-funded by the Department of Education, Skills and Employment (DESE) and Department of Health (DoH) and aims to support Aboriginal and Torres Strait Islander children in areas of high need (currently 25 sites across Australia) to be well prepared for school by supporting Indigenous pregnant women, and Indigenous children from birth to school age. (www.dese.gov.au/community-child-care-fund/connected-beginnings). Ninti One is contracted by DESE to provide a range of supports to program sites including: scoping of new sites to establish the program in the community; foundational support to new sites; supporting an emerging community of practice; facilitating annual National Forums; providing ongoing support to existing sites.

This is a contract position up until 30 June 2022.

The Project Coordinator reports to the Connected Beginnings Program Manager and works alongside other Ninti One project team members. The position is full time. Ideally the position is based in Alice Springs, however remote locations will be considered. The position may be required to travel across Australia, including to regional and remote communities.

The key responsibilities of the position are:

- Work closely with the Program Manager and project team to ensure all requirements under the Connected Beginnings contract are met in a high quality and timely manner.
- Assist the Program Manager in a variety of tasks including: providing logistical and administrative support; preparing and facilitating a range of blended and online meetings with stakeholders, providing foundational support to new sites, developing reports, desktop research; resource and template development; multi-media communications; and large event management.
- Establish and maintain good working relationships with stakeholders including Indigenous partner organisations, service providers, community members, and Commonwealth and State/Territory government representatives.
- Provide support to program stakeholders on a flexible basis in areas such as collective impact, place-based community development processes, grant proposal and report writing, project/program development and implementation, best practice and evidence-based approaches, governance, meeting facilitation and monitoring and evaluation.

General Ninti One requirements:

- Contribute to a team culture that engenders cooperation and collaboration with all staff and project partners, across different disciplines and cultures.
- Maintain ethical standards in the conduct of project and research activities, especially in



observing ethics established by Ninti One to achieve effective practice in work with remote communities.

- Undertake any other relevant work as required.

Selection Criteria

- Qualification or experience in project management or coordination, preferably in community development or a related field.
- Strong cross-cultural skills and the capacity to work well with a variety of diverse stakeholders.
- Sound knowledge of the cultural, political, economic and social issues affecting Aboriginal and Torres Strait Islander people.
- Ability to solve problems and manage multiple priorities within short timeframes.
- Be details-focused in managing tight project schedules and logistics, involving multiple partners across multiple states and territories.
- High standard written and verbal communication skills.
- Experience in using online meeting technologies (MS Teams, zoom) for online and blended meetings. Experience using, or willingness to learn, online facilitation tools.
- Experience in monitoring and evaluation of activities and programs.
- Willingness to travel to remote, rural and metropolitan community locations, based on state and territory government COVID-19 directions and Ninti One's COVID-19 and travel risk management policies and procedures.

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