

Dear Applicant,

Thank you for your interest in our advertised position. Youthconnections.com.au is a regional youth organisation providing a range of services and programs aimed at supporting young people to remain engaged in education and training and to support their pathways to employment.

This information package is for the Expression of Interest- Part Time Parent and Community Engagement (PaCE) Coordinator position. Please find attached the Selection Criteria and a Position Description for the position. Please follow the instructions carefully.

All applications must be received by close of business on **Friday 8th March 2013**. Applicants who are invited to an interview will be contacted by telephone. Interviews will be conducted at our office at Green Central- Gate 1, Kangoo Rd, Kariong NSW 2250.

On confirmation of acceptance of the position of the successful applicant all other applicants are notified of the decision within seven (7) working days of the selection decision. Applications for this position may be kept on file for a period of six (6) months on an eligibility list for future positions.

Please note this is an Expression of Interest at this stage. The position is 28hrs per week during school terms only. The successful person in this position will be on an employment contract until the end of Term 4 2013.

If you have any further enquiries about the position, please contact Nareeda Tinnock on Ph: 4350 2600.

Yours sincerely,
Nareeda Tinnock
Human Resources Officer

APPLICANT INSTRUCTIONS AND INFORMATION

Applications will need to include a covering letter addressing the **essential** and **desirable** criteria as outlined on the attached Selection Criteria,

Applications will need to include a detailed resume outlining skills, qualifications and experience.

Applications will need to provide the names and telephone numbers of two (2) referees.

Please include a contact phone number for business hours.

It is preferable that no folders are submitted and that only **copies** of certificates & references are supplied as applications may be kept on file for a period of six (6) months on an eligibility list for future positions.

youthconnections.com.au is an Equal Opportunity Employer.

A smoke-free work environment applies at Youthconnections.com.au.

A "Working with Children Check" and "National Criminal History Check" will be required for this position.

Envelopes/applications should be addressed "Confidential"

Please forward your application to:

NAREEDA TINNOCK

YOUTHCONNECTIONS.COM.AU

PO BOX 7257, KARIONG NSW 2250

Or email to nareeda@youthconnections.com.au

PaCE COORDINATOR- EOI

SELECTION CRITERIA

Youthconnections.com.au in partnership with Koorana Local AECG is currently seeking Expression of Interests for a part time PaCE Coordinator to work from BWSC Woy Woy Campus.

Key Role Responsibilities:

- 1.1. Coordinate programs as per contractual requirements i.e. media, IT and leadership skills,
- 1.2. Increase parent engagement with school activities,
- 1.3. Increase parent support for their child's education,
- 1.4. Increase parent support in completing school assignments with their child,
- 1.5. Maintain effective networks within the Aboriginal community,
- 1.6. Complete all administrative tasks for the role,
- 1.7. Complete reporting and evaluations on project outcomes as required,

Essential Criteria:

1. Be Aboriginal or Torres Strait Islander*,
2. Have previous experience in engaging the Aboriginal community,
3. Have previous experience in coordinating workshops or programs,
4. Have excellent written and oral communication skills,
5. Have the ability to work independently and engage as a team member.

Desirable Criteria:

1. Current First Aid Certificate,
2. Knowledge of services available to Aboriginal people on the Central Coast.

A satisfactory Working with Children and Criminal Records History Check is a condition of employment in this position.

**Identifying as an Aboriginal or Torres Strait Island person is a genuine occupational qualification under section 31 of the Anti-Discrimination Act 1977 (NSW)*