



***Blue Mountains Aboriginal
Culture & Resource Centre
(ACRC)
An Aboriginal Corporation***

**ABN 72 778 150 873
ICN 2827**

14 Oak Street
Katoomba NSW 2780

P.O. Box 334
KATOOMBA NSW 2780

Email:
manager@acrc.org.au

Phone: 4782 9402

Manager, Cultural and Community Programs

THE POSITION

JOB TITLE: Manager, Cultural and Community Programs

CLASSIFICATION: Non-award term contract

TYPE OF APPOINTMENT: Term contract of 2 years, full-time (38 hours per week), upon successful completion of a six-month probation period.

LOCATION: 14 Oak Street, Katoomba NSW.

POSITION REPORTS TO: Chief Executive Officer, ACRC.

SALARY RANGE (Dependent upon qualifications and skills) \$75,000 to \$81,000 p.a. (to be continuously adjusted in line with semi-annual Fair Work announcements regarding inflationary trend).

CLOSING DATE FOR APPLICATIONS: 5pm, Friday 20th November 2020.

APPLICATIONS: Applicants must:

1. Obtain the information package, including the position description.
2. Address each of the essential criteria outlined in Section 5 of this document.
3. Include a current resume with their application and provide three referees. (Referees will be contacted, and applicants' former places of work may be contacted by the interview panel, in the event the applicant progresses through the interview and the panel needs to undertake relevant background checks.)
4. Send applications by email to manager@acrc.org.au or mail hard copy applications marked:

Confidential – for the Manager of ACRC
Blue Mountains Aboriginal Culture and
Resource Centre
PO Box 334
Katoomba NSW 2780

INQUIRIES; To request an information package or for any questions related to the position, email manager@acrc.org.au or phone 02 4782 9402 and ask staff to leave your message for the Manager for a return call..

Applicants must address each of the Essential Criteria for the position, as set out below.

5.1. Essential Criteria:

1. Aboriginality (this is a genuine qualification and is authorised by *Section 14 of the Anti-Discrimination Act, 1977*).
2. Demonstrated strong Aboriginal cultural connection and capacity to lead Aboriginal cultural programs
3. Demonstrated capacity to prepare and present an Aboriginal culture lesson, and engage with participants in an Aboriginal learning environment
4. Understanding of the needs and aspirations of the Aboriginal community, particularly of the Blue Mountains
5. Experience with staff, program and project management
6. Competency with computer applications and office systems
7. A deep commitment to, and demonstrated experience with, co-operative and collaborative teamwork in working towards community goals, including both participating within, and in leading, teams.
8. Appropriate clearances in relation to Working with Children, Criminal Record and Bankruptcy, or a statement to the effect that the applicant will provide such documentation should he or she be considered for interview for the position.
9. Current drivers licence and willingness to drive in the course of the position's duties.
10. A current first aid certificate or the willingness to obtain one.

5.2. Desirable criteria

1. Proficiency with an Aboriginal language, particularly Darug and/or Gundungurra.
2. Knowledge of established community networks of service providers relevant to the Aboriginal community of the Blue Mountains.
3. Knowledge of funding streams or opportunities applicable to organisations like ACRC.
4. An understanding of the contemporary issues that affect Australian indigenous people and communities.
5. Commitment to ongoing skills development and training, in order to keep skills relevant to the position up to date.