



*Empowering Generations of
Culturally Strong & Thriving
Aboriginal Children
Families & Communities*

ABN 27 174 109 360

Yerrabi Yurwang

Child & Family Aboriginal Corporation

JOB DESCRIPTION

- **Position:** **Aunty Agnes Shea Scholarships Manager (Full Time)**
- **Program:** **Early Childhood**
- **Salary:** **Negotiable between \$75,000 to \$95,000 dependant on experience**
- **Excellent salary packaging**
- **Ex Gratia Days available at Easter and Christmas**

This is an identified Aboriginal/Torres Strait Islander Position. Proof of Aboriginality is a legitimate requirement. Exemption is claimed under Section 42 of the Antidiscrimination Act 1991.

Yerrabi Yurwang is looking for a dynamic Scholarships Manager to join our team. This is an exciting opportunity for someone who has a passion for enhancing educational opportunities and outcomes for Aboriginal People.

THE ORGANISATION

Yerrabi Yurwang Child & Family Aboriginal Corporation was established in 2019, due to the high unmet health and wellbeing needs of the local Aboriginal Community residing in Canberra's North-western Ngunnawal region. *Yerrabi Yurwang* means to 'walk strong' and was bestowed upon the organisation by our esteemed and respected *Ngunnawal Elder Aunty Agnes Shea OAM*, who was also a Founding Board Member of *Yerrabi* and our Inaugural Patron.

Yerrabi operates in the Northwest of the Australian Capital Territory, part of the traditional lands of the *Ngunnawal People*.

Yerrabi is an Aboriginal Community Controlled Organisation, which means it is owned and operated by Aboriginal People, for Aboriginal People, and so, we are committed to the principle of *self-determination*, whereby we seek to engage and empower Aboriginal People and their Families who utilise *Yerrabi's* services.

THE ROLE

This role will be part of Yerrabi's wholistic and inclusive approach. This position will be responsible for establishing and coordinating Yerrabi Yurwang's *Aunty Agnes Shea Scholarship* (Scholarship) Program, which is a community led Aboriginal initiative that will enable and support Aboriginal People access early childhood education qualifications or enhance their existing early childhood education qualifications.

The Program involves establishing the Early Childhood Education and Care (ECEC) sector, tertiary and community partnerships to deliver financial support and wrap around supports for participants.

Additionally, this position will work with important external stakeholders, such as the ACT Education Directorate and key Aboriginal community Controlled organisations.

POSITION ELEMENTS

- Sound understanding of Aboriginal issues, knowledge and culture, and proven ability to apply this practice, and knowledge of programs that support culturally appropriate education practices.
- Previous experience in scholarship program management preferred.

- An understanding of the ACT Education and service systems.
- Provide high level communication with internal and external stakeholders including, participants (& their families), relevant Universities, RTOs, support staff and Senior executives from the ACT Education Directorate.
- Adhere to the Yerrabi's Vision Statement, Values, Goals and the Scholarship Program Logic.
- Responsible for developing, promoting, conducting, reporting on, and evaluating the Scholarship Program.
 - Provide relevant supports, cultural mentorship, and advice to Scholarship participants.
 - Provide written Scholarship Updates to the Yerrabi Board and Executive.
 - Prepare scholarship information kits for upload onto Yerrabi's website.
 - Monitor scholarship application numbers and contact appropriate Universities, RTOs or Schools to promote the Scholarship.
 - Undertake initial reviews of scholarship applications.
 - Supporting panel members with their use of the SurveyMonkey Apply system.
 - Recording panel results in Yerrabi's Apply, SharePoint etc.
 - Automating correspondence with scholarship applicants.
 - Ongoing maintenance of the SurveyMonkey Apply system.
 - Streamlining the scholarship application process for a participant.
- Documenting, and regularly updating, the scholarship process to provide Yerrabi with a *Scholarship Governance Manual*.
- Strong organisational skills and ability to multi-task with demonstrated experience in working as a valuable part of a team.
- Demonstrated experience in managing data collection.
- Well-developed verbal, written and interpersonal communication skills including the ability to work effectively with families and community groups, and work successfully in a small team and maintain broad professional networks.
- Ability to generate concise and accurate reports, briefing papers and other documentation.
- Familiarity with the use of technology including appropriate computer software to fulfil the responsibilities of the role.
- Current C class driver's license.
- Working with Vulnerable Persons Employee Card, police check or capacity and willingness to acquire them.

WHAT YOU CAN EXPECT

- Be part of a hard working, good humoured and supportive team.
- Work in an organisation that values its people and promotes a strong sense of belonging and community.
- Hybrid and flexible working conditions.
- Salary packaging.

NEXT STEPS

TO APPLY: To apply, submit a 1-2 page Cover Letter which highlights your expression of interest and suitability for the position to dthiele@yerrabi.org.au, using the subject line: Yerrabi Scholarships Manager Position Application.

If you have any questions about this opportunity, please contact Dea Delaney-Thiele on 0448 123 444 or dthiele@yerrabi.org.au using the subject line: Yerrabi Scholarships Manager Position Enquiry.

CLOSES: COB 24th January 2025