

## **South West Sydney Aboriginal Adult Literacy Campaign**

### **Duty Statement & Selection Criteria**

#### **Literacy Campaign Co-ordinator**

**(casual up to 25 hours per week @\$35 per hour plus 9.5% superannuation)**

**Position Description:** This position involves the coordination and implementation of the day to day activities of the Campaign.

**Supervisor:** Campaign Project Officer, Dylan Croall

**Employer:** Tharawal Aboriginal Corporation

**Tasks:** Work with the Campaign team under direction and with support to:

1. Implement the Adult Literacy Campaign Phase 1: the socialisation & mobilisation through ongoing education, promotion and awareness raising activities within the Aboriginal community as well as within the wider community including:-
  - undertake the household literacy survey;
  - produce promotional materials such as posters, brochures, banners;
  - organise publicity through local radio and newspaper;
  - arrange meetings and/ or events with local Aboriginal & non- Aboriginal organisations and community groups;
  - participate in local activities and events;
  - organise a public launch of the Campaign;
  - organise the graduation ceremony for students.
2. Act as the local public face of the Campaign within the community;
3. Coordinate the enrolment of students for Phases 2 & 3;
4. Engage with local agencies and businesses and assist CPO to set up a Network of Local Literacy Campaign Partners and Supporters;
5. Maintain the Campaign office, equipment & facilities;
6. Do administrative tasks as required including maintaining files, keeping a record of stationery and other supplies for purchase, maintaining student files, CDP paper work, attendance records;
7. Undertake the weekly and daily tasks associated with Phase 2: delivery of lessons e.g. coordinate student transport, follow-up absent students, provision of refreshments;
8. Train and co-deliver with the local facilitator 2 YES, I CAN! lessons weekly with support from the Cuban YES, I CAN! advisor;
9. Monitor student attendance and participation; and support students;
10. Work with the Campaign team to solve problems;
11. Identify existing and potential opportunities for post-literacy;
12. Assist CPO to plan and deliver Phase 3: post literacy program;

13. Provide support and advice to the Campaign CPOs;
14. Undertake professional development and training weekly;
15. Provide a short written weekly progress report;
16. Participate in Campaign meetings and evaluation workshops;
17. Perform other tasks as required.

### **Selection Criteria**

#### **1. Personal attributes**

- passionate and committed to working with the whole Aboriginal community
- patient and respectful of adult learners
- good communication skills, including the capacity to listen ; and good basic computer skills.

#### **2. Specific work skills and experience**

- a willingness to undertake on job training in the Adult Literacy Campaign model and other identified areas;
- capacity to work as part of a culturally diverse team;
- good workskills including being reliable and responsible; and a willingness to be flexible.

#### **3. General requirements**

Applicants will be:

- A respected member of local Aboriginal community;
- Year 10 or higher schooling;
- Satisfy a good character check;
- A current driver's licence.

**Please provide your written application by 5pm 31/10/18 to**

South West Sydney Aboriginal Adult Literacy Campaign  
Dylan Croall  
Campaign Project Officer  
Email: [Dylan.croall@lflf.org.au](mailto:Dylan.croall@lflf.org.au) Mobile: 0432 677 578

Applications need to include a short letter outlining why you want to work with the Literacy or Life Foundation, your suitability for the job and the contact details for 2 referees. Please include a resume.