

## JOB HIGHLIGHTS PACK

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<b>Role:</b>	<b>HIPPY Coordinator</b>
<b>Department:</b>	Community Development
<b>Reports to:</b>	Community Development Manager
<b>Direct Reports:</b>	3
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	Full-time / Fixed-term until 31/12/2025

### ORGANISATIONAL CONTEXT

*"Making mabu liyan real for all, always"  
People, land, culture, prosperity*

Nyamba Buru Yawuru (NBY) means 'This is the place of Yawuru'. NBY is the operational company of the Yawuru Native Title Holders Aboriginal Corporation. NBY manages the day to day business of Yawuru and is engaged in a diverse range of projects which help to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

### PRIMARY FUNCTION

The HIPPY Coordinator is employed by Nyamba Buru Yawuru to oversee the day-to-day responsibilities for the Home Interaction Program for Parents and Youngsters (HIPPY) in the Broome area and to develop additional early childhood projects and programs. The coordinator has the primary responsibility for all aspects of the local HIPPY Program implementation and management including:

- Day to day management of three staff, delivering play-based learning packs to families
- Recruitment and retention of families into the program
- Resource management, ensuring all minor equipment and resources are used and cared for sustainably
- Input into the strategic and financial management of the program, in partnership with the CDU Manager

### ESSENTIAL SELECTION CRITERIA

1. Relevant qualifications in Education, Early Childhood, Social Work or Community Development, or equivalent experience in a related discipline appropriate to the coordination of child, family and community services.
2. Knowledge of and experience working in early childhood with children and families, particularly Aboriginal and/or Torres Strait Islander families or families from culturally and linguistically diverse background.
3. Experience in working with local communities and building local networks and relationships with service providers
4. Experience leading and managing a team, supporting staff and working with autonomy  
Excellent written and oral communication skills and high-level organisations and administrative capabilities to support budgets and reporting

### DESIRABLE SELECTION CRITERIA

5. Post-secondary qualification and/or equivalent experience in early childhood, education, community development, social work or other relevant discipline
6. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole

## BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



Generous salary packaging



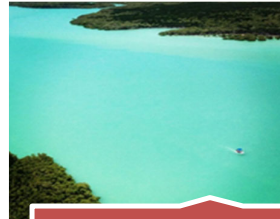
Active Social 'Binda Binda' (Butterfly) Club



Professional and Inspiring Workplace



Live in the Kimberley; one of the last great wildernesses in the world



Work/Life Balance



Work with a fun and committed team



Learn Yawuru Language



Work with Yawuru Traditional Owners



Involvement with Community at Community Events



Diversity of Projects/ Work Opportunities



Unlimited access to GO1 training platform

### Salary:

An Attractive Salary package plus 11.5% Superannuation is offered

### Salary Packaging

Salary packaging is a government incentive that allows you to use money that previously would have been paid as tax to pay for the items which you have chosen to salary package. Spending pre-tax dollars from your salary will decrease the stated gross income on your Payment Summary (group certificate) and increase your take home pay. As a registered Charitable Institution, eligible NBY employees can salary package up to \$15,900 per year for everyday expenses. Every day expenses may include your mortgage or rent, bills, shopping and petrol.

As Broome is considered a Remote Area, additional benefits may also apply. For further information refer to the AccessPay websites <https://accesspay.com.au/salary-packaging/>

## LOCATION

Our office is located in Broome in the Kimberley region of Western Australia. Known for its' pearling history and tourism, Broome is a culturally diverse town, with a tropical climate and stunningly beautiful surrounds.

The permanent population is estimated at 16,222, growing to over 45,000 during the tourist season (May – October).

For more information:

<http://www.yawuru.com/>

<http://www.lonelyplanet.com/australia/western-australia/broome>

<http://www.visitbroome.com.au/>

<http://www.australia.com/en/places/broome.html>



## APPLICATION PROCESS

Applications should be sent electronically to [recruitment@yawuru.org.au](mailto:recruitment@yawuru.org.au) including a cover letter addressing the selection criteria and your CV.

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9600 and ask for Bronwyn Clark, Manager Human Resources & Organisational Development.

Applications for this position close at **5pm on 25 September 2024.**

POSITION	LOCATION	REPORTING RELATIONSHIP
<b>HIPPY Coordinator - Early Childhood Development (1 FTE) 38 hrs/week</b>	<b>Broome, Western Australia</b>	<b>Community Development Unit (CDU) Manager</b>
<b>ORGANISATIONAL CONTEXT</b>		
<p style="text-align: center;"><i>“Making mabu liyan real for all, always”</i> <i>People, land, culture, prosperity</i></p> <p>Nyamba Buru Yawuru (NBY) means ‘This is the place of Yawuru’. NBY is the operational company of the Yawuru Native Title Holders Aboriginal Corporation. NBY manages the day-to-day business of Yawuru and is engaged in a diverse range of projects which helps to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.</p>		
<b>PRIMARY FUNCTION</b>		
<p>The HIPPY Coordinator is employed by Nyamba Buru Yawuru to oversee the day-to-day responsibilities for the Home Interaction Program for Parents and Youngsters (HIPPY) in the Broome area and to develop additional early childhood projects and programs. The coordinator has the primary responsibility for all aspects of the local HIPPY Program implementation and management including:</p> <ul style="list-style-type: none"> <li>• Day to day management of three staff, delivering play-based learning packs to families</li> <li>• Recruitment and retention of families into the program</li> <li>• Resource management, ensuring all minor equipment and resources are used and cared for sustainably</li> <li>• Input into the strategic and financial management of the program, in partnership with the CDU Manager</li> </ul>		
<b>LINE MANAGEMENT RESPONSIBILITIES</b>		<b>COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• HIPPY Mentors (3x)</li> </ul>		<ul style="list-style-type: none"> <li>• NBY Management Team</li> <li>• Internal NBY colleagues, including Mabu Yawuru Ngan-ga language Centre</li> <li>• NBY program participants and community members</li> </ul>
<b>KEY RESPONSIBILITIES</b>		
<p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Lead the continuous improvement of HIPPY (Home Interactive Program for Parents and Youngsters)</li> <li>• Build and sustain an organisational culture in alignment with NBY’s values</li> <li>• Provide coaching and mentoring to staff within the organisation</li> </ul> <p><b>EARLY CHILDHOOD PROGRAMS AND HIPPY</b></p> <ul style="list-style-type: none"> <li>• Design and develop innovative programs to promote Early Childhood development opportunities for Yawuru children staff.</li> <li>• Recruit families to participate in the program and to support their continuing involvement.</li> <li>• Develop resources and participate in the Broome Early Years Network</li> <li>• Co-ordinate the implementation of HIPPY Broome to ensure efficient and effective program delivery</li> <li>• Prepare reports and other documentation for HIPPY Australia and Management within set timelines (in conjunction with other HIPPY staff as required)</li> <li>• Develop and maintain systems to collect and manage records in line with NBY’s records management framework, privacy policies and relevant legislation</li> <li>• Develop and maintain systems to identify and manage risks, in line with NBY’s risk management framework</li> <li>• Provide support and supervision of HIPPY staff and unpaid volunteers</li> <li>• Other duties as required</li> </ul>		



### **HIPPY SUBLICENSE AND FUNDING AGREEMENT COMPLIANCE**

- Ensure compliance with the HIPPY Sublicense and Funding Agreement
- Monitor the program budget with the Line Manager
- Inform the Line Manager of critical incidents, complaints or compliance issues.
- Ensure Mentors have a strong understanding of how HIPPY works including the *Five Essential Features* and the *Ten Guiding Principles*.

### **NETWORKING**

- Develop knowledge of the local community and how best to deliver HIPPY to families
- Build strong links with the other community services and ensure families are referred to appropriate services when needed
- Engage with the national network through regular communication with HIPPY Australia and participation in national and regional HIPPY meetings as advised.

### **RECRUITMENT**

- Employ and support mentors who are either participating in the program or are parents/carers who have participated in HIPPY in the previous 12 months prior to their appointment.
- Recruit Families in the community according to targets set out in the Sublicense and Funding Agreement.
- Organise promotion and marketing of HIPPY to attract families.

### **DELIVERY**

- Ensure delivery of HIPPY delivery packs for families with children age 3 and 4
- Stocktake and maintain the existing HIPPY Materials and order enough to deliver the program to families and to train Mentors
- Plan and conduct Group Gatherings with families every fortnight
- Provide a safe environment for the delivery of HIPPY

### **RETENTION OF FAMILIES**

- Plan retention strategies for families
- Contact and, where appropriate, visit families when specific issues arise.

### **TRAINING**

- Attend HIPPY Australia Coordinator Pre-Service Training and other associated trainings
- Provide pre-service and ongoing training to Mentors

### **SUPERVISION AND PD**

- Provide regular supervision for Mentors, including organising training and providing ad hoc support
- Have a strong understanding of the Coordinator Handbook, Tutor Guide and HIPPY Tutor Training Modules
- Complete Ongoing Training Evaluation Forms for all Mentors

### **QUALITY ASSURANCE**

- Keep accurate records for all aspects of program delivery
- Participate in evaluation and research, as well as seeking regular feedback from families
- Create and review the Development Plan with the Line Manager

### **INDIVIDUAL COMMITMENT**

- Actively embrace and integrate NBY's vision, mission and values into the role, and model appropriate behaviours
- Enact NBY's conditions of employment, code of conduct, and organisational policies and procedures, and adhere to relevant legislative requirements
- Continuously identify opportunities for improvement

## **KEY OUTCOMES OF THIS POSITION**

### **LEADERSHIP**

- Community development strategies and initiatives are developed, reviewed and implemented in alignment with NBY's Strategic and Operational plans
- An organisational culture is built and sustained in alignment with NBY values

### **EARLY CHILDHOOD PROGRAMS AND HIPPY**

- Mutually beneficial partnerships are established and maintained with internal and external stakeholders enabling optimal outcomes for the Yawuru community



- Structured education-focused early learning programs are delivered, resulting in improved preparedness for school and strengthen school participation for Yawuru children is achieved
- Parents and carers confidence is built and skills increased to create a positive home learning environment
- Employment and community leadership opportunities are supported for HIPPY Coordinator, Mentors and parents

#### INDIVIDUAL COMMITMENT

- NBY's vision, mission and values are incorporated into all activities, and appropriate behaviours are role modelled in line with organisational policies
- All activities are subject to a demonstrated cycle of continuous improvement

#### ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

7. Relevant qualifications in Education, Early Childhood, Social Work or Community Development, or equivalent experience in a related discipline appropriate to the coordination of child, family and community services.
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9. Experience in working with local communities and building local networks and relationships with service providers
10. Experience leading and managing a team, supporting staff and working with autonomy
11. Excellent written and oral communication skills and high-level organisations and administrative capabilities to support budgets and reporting

#### DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Post-secondary qualification and/or equivalent experience in early childhood, education, community development, social work or other relevant discipline
2. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole

#### PRE-EMPLOYMENT REQUIREMENTS

1. A 'Working with Children/Vulnerable People Check' in Western Australia is essential
2. Current 'C' Class driver's licence
3. National police clearance

#### CERTIFICATION

Details contained in this document are an accurate statement of duties, responsibilities and other requirements of the role.

HIPPY Coordinator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved Delegate: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

