

## Position Description



POSITION TITLE	Junior Rangers Project Officer
POSITION NUMBER	104004
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 4
POSITION TYPE	Fixed Term Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Principal Programs
LOCATION/S	Ti Tree
SUPERVISOR	Program Manager - Projects
POSITIONS SUPERVISED	This position has no direct reports

Commented [DW1]: Ani can you please advise if this position actually has one report? In the org chart it doesn't.

### PRIMARY OBJECTIVE

The Project Officer – Junior Ranger will assist the Project Coordinator in delivering and implementing the Ti Tree Junior Ranger Program. This role focuses on facilitating cultural and environmental education for school-aged children at Ti Tree School and within the broader Anmatjere community.

The program aims to support the intergenerational transfer of First Nations cultural knowledge and natural resource management practices. The Project Officer will help ensure that all activities are aligned with community needs and provide meaningful classroom and on-country learning experiences for First Nations students. The position requires close collaboration with local ranger groups, the School Principal, and other key stakeholders to support the program's effective delivery.

### KEY DUTIES AND RESPONSIBILITIES

1. Assist in the delivery of the Ti Tree Junior Ranger Program in alignment with the Junior Ranger Program Funding Agreement.
2. Implement the Junior Ranger program in collaboration with the school staff, and getting support from the school principal as required to meet the program objectives by:
  - Attending all Junior Rangers Program activities including bush trips and facilitate the transportation of the students to attend the Junior Rangers Program.
  - Facilitating logistics for field trips, camps, workshops, and training activities.
  - Maintaining records of the program activities, participant progress and outcomes, and manage project schedules for reporting purposes.
  - Promoting family awareness through community consultation and involvement in the Junior Ranger Program to encourage school attendance and improve literacy and numeracy skills.
3. Ensure effective communication, liaison and follow-up with students and other stakeholders.
4. Demonstrate cultural awareness and maintain a friendly/approachable attitude towards all employees, families, local indigenous communities, and stakeholders.
5. Be engaged in an effective and proactive health, safety and wellbeing culture.
6. Any other reasonable duties delegated by the Supervisor which are within level.

### SELECTION CRITERIA

#### Essential

1. Aboriginal and Torres Strait Islander; identifies as Aboriginal or Torres Strait Islander or is accepted as Aboriginal or Torres Strait Islander in the community in which he or she lives.
2. Certificate IV in Training and Assessment or appropriate in-house training or equivalent.
3. Demonstrated experience working with young Aboriginal people from remote communities in schooling, youth work or training context and delivering culturally responsive curriculum resources that incorporate Aboriginal and Torres Strait Islander natural and cultural resource management knowledge.
4. Fluent in Anmatjere language and knowledge of aboriginal culture.
5. Proven ability to:

- work respectfully and effectively with Indigenous communities.
  - work autonomously or as part of a team to achieve positive organisational and strategic outcomes.
  - write and speak effectively to communicate ideas with staff, parents, and community members.
6. Basic level of computer literacy and proficiency with Microsoft software
  7. Current Class C license and willingness to undertake 4WD training and travel to remote communities by road or air.
  8. Acceptable Police Check and Ochre Card.

**Desirable**

1. Previous experience leading Aboriginal Ranger teams
2. Ability to obtain a Light Rigid license for small buses or people movers.
3. Videography and photography skills for documenting program activities.