



POSITION DESCRIPTION

Position Title:	Junior Ranger Project Coordinator
Level:	\$86,242 to \$91,390 (depending on qualifications and experience)
Reporting To:	Land and Environment Manager
Position Term:	Fixed Term Contract to 31 December 2025
Date:	23 August 2024
Review Date:	
Location:	Cairns
Current Incumbent:	Vacant

About us

CLCAC was established over 40 years ago in Burketown to represent the rights & interests of Traditional Owners. Our members are drawn from nine language groups whose traditional lands & waters are located in the southern Gulf of Carpentaria. As the recognised Native Title Service Provider for the Lower Gulf of Carpentaria region, CLCAC performs statutory functions in accordance with the provisions of the *Native Title Act 1993*. An elected Board determines the Organisation's priorities and monitors the progress of native title applications and oversees operational activities and general governance.

CLCAC supports native title, Prescribed Body Corporate (PBC) capacity & economic development and land & environment programs in and around Burketown, Normanton, Gregory & Mornington Island. We have an exciting opportunity to join our organisation.

CLCAC Vision

To be the leader of sustainable indigenous community development in the lower Gulf region where our people are self-determined and empowered to take control of country, culture and their economic future.

CLCAC Values

- Unity
- Leadership
- Integrity
- Commitment

Position Summary

Under the direction of the Land and Environment Manager, the Junior Ranger Project Coordinator will play a pivotal role in nurturing the next generation of cultural and environmental stewards by providing educational support and fostering environmental

stewardship among youth and junior rangers for the long-term benefit of the Traditional Owners and communities of the Southern Gulf of Carpentaria.

This role involves coordinating activities both in school settings and within the community to promote conservation efforts and cultural heritage preservation.

It is a strong preference of the program funder (National Indigenous Australians Agency) that this position be filled by a First Nations person. Preference will therefore be given to suitably qualified and experienced First Nations applicants.

Eligibility / Skills / Qualifications / Experience:

- Current Certificate IV Training and Assessment;
- Certificate IV in Project Management, or equivalent
- Strong engagement and collaboration skills, with a track record in partnerships with schools, vocational education and training (VET) providers, ranger groups, Traditional Owners, and local Elders;
- Experience working with youth, particularly in educational or community development contexts;
- Must have a Positive Notice Working with Children Bluecard (WWC);
- Willing to obtain a National Crime Check (NCC); and
- C Class (Manual) driver's license.

Desirable:

- Tertiary level qualifications in Environmental Resource Management or Education, or equivalent
- Strong understanding of environmental conservation practices and indigenous cultural heritage;
- Identify as a First Nations person;
- Experience in a similar Training Development and HR Support role;
- Strong organisation, communication, and leadership skills;
- Ability to work independently as well as part of a team; and
- Passionate about empowering young people and promoting environmental stewardship.

Attributes:

- Leads by example;
- Finds creative and innovative solutions to solve problems;
- Is resilient and able to adapt in a changing environment;
- Reliable;
- Works well under pressure;
- Committed to goal achievement.

Key Performance Areas:

Success is measured against key performance indicators in the areas of:

- Delivering a culturally relevant school-based facilitated program aimed at linking Australian curriculum subjects with on-Country learning.
- Identifying and establishing relationships with one or more partner schools;
- Identifying suitable students for placement in the program in partnership with schools;
- Implementing Certificate II in Conservation and Ecosystem Management training into the program;

- Having the program ready to be delivered to students in 2025.
- Increasing school attendance, retention, grade progression, and Year 12 completion rates for First Nations students.
- Improving the readiness of First Nations students to transition from school to further education and/or employment and improving linkages between schools and pathways to further education and/or employment.
- Establishing community-based partnerships between schools, VET training providers, ranger groups, Traditional Owners, and local Elders.
- Developing and delivering culturally responsive, integrated and comprehensive curriculum that incorporates First Nations resource management and culture with the regular school curriculum and broader First Nations community goals.
- Utilising the capacity of First Nations students, Traditional Owners, local Elders, and ranger groups to contribute to learning that balances and integrates First Nations environmental knowledge, heritage, and culture within mainstream schooling.

Key Responsibilities

Establishment and Implementation of the Junior Ranger Programme:

In consultation with the Land and Environment Manager and HR, OHS Compliance and Training Coordinator where required:

- Establishing a culturally appropriate Indigenous Junior Ranger program in partnership with schools that respects and incorporates CLCACs' resource management and culture.
- Once established, organise and oversee the implementation of the Junior Rangers initiative.
- Support families' awareness and involvement in the Junior Rangers, to promote school attendance, enhance literacy and numeracy skills.
- Collaborate with schools, community organizations, and environmental groups to facilitate workshops, field trips, and community service projects;
- Provide mentorship and guidance to junior rangers, helping them to develop their skills and knowledge in Indigenous natural resource management;
- Coordinate with the Land & Environment Projects Coordinator, Ranger Coordinators and other staff to ensure program goals are aligned with broader conservation objectives;
- Advocate for the interests and needs of junior rangers within the broader organisational structure;
- Develop and implement educational programs and activities tailored to youth and junior rangers, focusing on environmental conservation, cultural heritage, and sustainable practices;
- Manage program budgets and resources effectively, ensuring compliance with funding requirements and organizational policies.

Community Engagement:

In consultation with the Land and Environment Manager:

- Build and maintain strong relationships with Traditional Owners and other Key Stakeholders such as Schools, Registered Training Organisations and other Agencies; and
- Assist with development and dissemination of education, awareness-raising and publicity materials that support the effective implementation and ongoing funding of CLCAC land and sea natural resource management projects.

Programme Reporting:

In consultation with the Land and Environment Manager:

- Monitor and report on the progress of junior rangers, providing support and feedback to enhance their learning and development;
- Monitor progress against Agreed Project milestones and make timely adjustments when required to ensure all project and reporting outcomes are met;
- Perform all relevant administrative and budgeting functions as requested, including from the CEO and Deputy CEO, to ensure effective operation of the Junior Ranger Programme, including compliance with funding agreements and CLCAC Policies and Procedures.

Other:

In consultation with the HR, OHS Compliance Coordinator:

- Assist with the development of a career pathway to be outlined in the Land and Environment Strategy;
- Assist with analysis reviews, in conjunction with senior management, to determine training requirements for CLCAC employees and contribute to development strategies to meet these requirements;
- Assist with the assessment and evaluation of internal training and development programmes;
- Assist with the development, implementation of training policies, best practices, procedures and standards;
- Assist with the internal maintenance of information management and other administrative systems to monitor the training and assessment of CLCAC employees.
- Assist the HR, OHS Compliance & Training Coordinator as required.

Compliance:

In consultation with the Land and Environment Manager:

- Comply with CLCAC’s Policies and Procedures and Occupational Health and Safety Plan;
- Take reasonable care for your own and other’s health and safety;
- Comply with any instructions given to you to ensure Health and Safety in the Workplace;
- Use equipment correctly and promptly report any identified faults, hazards, incidents or injuries to your supervisor;
- Complete incidents or accident reports and submit to your supervisor as required;
- Complete any other task as reasonably requested by the Deputy CEO/Corporate Services Manager or CEO.

Special Conditions

- Must have C Class Drivers Licence;
- Willing to obtain a National Crime Check (NCC);
- Must have a Positive Notice Working with Children Bluecard (WWC);Some out of hours and weekend work may be required; and
- Some intra / interstate travel will be required

Approved:

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Chief Executive Officer

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Date: