



Vacant Position

The Anindilyakwa Land Council (ALC) is seeking a full-time **Literacy and Numeracy Trainer** to join our team at the Community Support Office.

The purpose of this position is to improve the literacy and numeracy levels of the Anindilyakwa people through the delivery of engaging and effective training programs.

Key Duties and Responsibilities

- Provide literacy and numeracy training, including:
 - Plan training programs, activities and initiatives that support the development of literacy and numeracy levels
 - Delivery training programs, activities and initiatives in an interactive manner which is aimed at achieving established results
 - Conduct evaluations of programs and training to determine suitability and areas for improvement
- Compile data and write reports on training results, attendance levels and delivery methods
- Engage community through programs and activities
- Develop and maintain relationships with local and regional partners and stakeholders
- Work with other departments and groups within ALC to deliver training
- General Administrative duties – attend meetings, correspondence, taking phone calls, filing, photocopying etc.

Selection Criteria:

1. High level experience in planning, implementation and delivery of literacy and numeracy training, programs, activities and initiatives.
2. Experience within an Indigenous organisation or within an Indigenous context, along with practical knowledge of Aboriginal culture and society and the issues affecting Aboriginal people in the Northern Territory together with an ability to communicate effectively with Aboriginal people.
3. Demonstrate experience and knowledge of working in a strong regulatory environment and interacting with government and statutory bodies, including the ability to interpret and apply.
4. High level negotiation skills together with an ability to communicate effectively at all levels and a proven record of developing and maintaining effective relationships across an organisation, with clients and other stakeholders.
5. Understanding of and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices.
6. Possess a current NT driver's License or ability to obtain.
7. Demonstrated experience with computer packages for the preparation of data and reports.

For more information on the package please don't hesitate to contact Julianne Uate-Jones on 0457456182 or email your enquiry to juate-jones@alcnt.com.au.

To apply for this position, please submit your resume and cover letter to humanresources@alcnt.com.au.
Position closes 22nd March 2019.

