



Job Title:	Women & Youth Coordinator	Position No:	N57
Group:	Land and Sea	Service Area:	Caring for Country (South East Arnhem Land IPA)
Classification Level:	Professional Officer 2 (P02)		
Reports to:	Arnhem Land Regional Manager	Direct Reports:	Nil
Special Measures	<i>Yes - Priority Consideration for Aboriginal and/or Torres Strait Islander Applicants</i>		

POSITION OVERVIEW

The IPA Women and Youth Coordinator is responsible for supporting women and youth engagement in the delivery of the South East Arnhem Land IPA management plan. This position will work with Yugul Mangi and Numbulwar Numburindi Rangers, to ensure the needs of women and youth are addressed and incorporated into IPA related projects which include program development and delivery, managing reports and seeking new funding opportunities.

Additionally, the position will also support wider community engagement via project-based activities, on country events, two-way consultations and local leadership opportunities. This includes working closely with, and seeking guidance from cultural leaders, the SEAL IPA Committee and our Senior Rangers.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Plan and coordinate women focused on-country cultural and land management activities aligned with the SEAL IPA plan.
- Oversee project logistics, including work planning, budgets, resource allocation, and on-ground delivery with respect to women and youth funded programs.
- Design and implement initiatives to empower women and youth within the SEAL IPA Program.
- Support women and youth in developing leadership and career pathways, enabling them to take on more significant roles within the NLC Working on Country program.
- Collaborate with the Learning on Country team to create junior ranger pathways.
- Address barriers to women's participation in IPA programs by providing culturally appropriate support, strategies, and resources.
- Facilitate partnerships with training organisations to deliver on-country training and skill development opportunities.
- Develop and maintain relationships with government bodies, NGOs, research institutions, and Indigenous organisations for current and future program development and opportunities.
- Identify and pursue funding, governance, and employment opportunities and prepare relevant submissions.
- Build strong relationships with Traditional Owners, elders, families, and community leaders in order to encourage engagement and participation in the IPA Program.
- Track program/project progress, collect data, and prepare detailed reports on outcomes, challenges, and impacts in order to meet funding requirements.
- Assist with the recruitment, mentoring and support of Indigenous female rangers, in order to foster retention and professional growth.
- Manage and maintain infrastructure, vehicles, and equipment to support program activities.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.



- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC's WHS management system and associated policies and procedures.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum Advanced Diploma in Natural and Cultural Resource Management or similar qualification or at least four (4) years' experience working in a similar or related role.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Experience in conflict resolution, problem solving community liaison, and remote area program management to achieve team outcomes both independently and within a team
- Experience in community development, training, or capacity building with Indigenous people.
- Knowledge of Aboriginal land and sea management issues and opportunities.
- Experience managing teams, project planning, reporting, and data analysis.
- Proficient in Microsoft Office and related software.
- Willingness to travel and work in remote areas, including manual 4WD driving and light aircraft travel.
- Physically capable of performing work in remote Northern Territory settings.
- Current C Class Driver's Licence and an Ochre Card (or ability to obtain).

DESIRABLE REQUIREMENTS

- Tertiary qualifications in Natural and Cultural Resource Management, or other relevant qualification
- Understanding of the Aboriginal Land Rights Act 1976 and other legislation relating to land management in the NT.
- Certificates or training in relation to practical implementation and coordination of on-ground land management programs e.g. weed spraying, fire management, heavy machinery use, feral animal control.
- Experience working with mapping and GIS systems.

Date Approved: May 2025