

## Program Coordinator - Yitpi Yartapuultiku

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

<b>Thriving Community</b> <i>A City where people have the opportunity to connect and flourish</i>	<b>Prosperous Economy</b> <i>A City with a thriving economy that enriches its local community</i>	<b>Clean And Green City</b> <i>A City that values its natural environment</i>	<b>Places For People</b> <i>An accessible City where people love to be</i>
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### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

<b>Make a Difference</b> We serve our community well <ul style="list-style-type: none"><li>• Deliver public good</li><li>• Improve the quality of people's lives</li><li>• Community focussed</li><li>• Deliver Council's City Plan</li></ul>	<b>Grow &amp; Improve</b> We improve our work everyday <ul style="list-style-type: none"><li>• Innovate</li><li>• Continuously improve</li><li>• Problem solve</li><li>• Adapt &amp; change</li><li>• Engage the community</li><li>• Shape the future</li></ul>	<b>Better Together</b> We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"><li>• Trust, honesty, integrity</li><li>• Care &amp; support each other</li><li>• Work as a team</li><li>• We celebrate success</li><li>• We are accountable</li><li>• Open communication</li></ul>
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**The position is:**

<b>Position Title</b>	<b>Program Coordinator – Yitpi Yartapuultiku</b>		
<b>Department &amp; Section</b>	<b>Community Development, Yitpi Yartapuultiku</b>		
<b>Team</b>	<b>Yitpi Yartapuultiku</b>		
<b>Reporting to</b>	<b>Manager, Yitpi Yartapuultiku</b>		
<b>Positions Reporting to it</b>	<b>Nil</b>		
<b>Classification and Stream</b>	<b>MOA 4</b>		
<b>Position Number</b>	2045	<b>Prescribed Position:</b>	<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>

This is an identified position where Aboriginal/Torres Strait Islander identity, cultural knowledge or connections are a genuine aspect of the role.

This position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 65 of the Equal Opportunity Act 1984 (SA).

*Note: any reference to Aboriginal peoples within this position description refers to Aboriginal and Torres Strait Islander peoples.*

**How does this position contribute to our community?**

The Program Coordinator plays a key role in delivering meaningful and culturally grounded experiences for the community through the Yitpi Yartapuultiku programs and activations. By coordinating weekend activities, workshops, exhibitions, digital and screen content, Junior Ranger sessions, school programs and community events, this role helps create opportunities for connection, learning and participation.

The position ensures programs are delivered safely, respectfully and in alignment with cultural protocols, approved plans and organisational priorities, supporting strong relationships with community members, partners and stakeholders.

**What does the position do?**

- Creates programs that foster partnerships, facilitates activities, and promotes opportunities delivered by the Yitpi Yartapuultiku team.
- Ensures programs are well coordinated to support activation of Yitpi Yartapuultiku in alignment with strategic goals and objectives.
- Works closely and collaboratively with the Program Manager, the Operations Lead, Venue Officer and Council employees to ensure Yitpi Yartapuultiku operates efficiently and effectively.
- Works autonomously in developing, coordinating, and supporting initiatives that actively engage the community.
- Supports the women’s cultural ground programs and administers accordingly to the cultural requirements as they arise.
- Coordinates and delivers programs, education, cultural activities, and events that align with the Centre’s vision and key objectives for the community.
- Collaborates with others to foster shared opportunities and strategies that align with the broader organisational goals.
- Develops and maintains relationships with community stakeholders.
- Exercises a degree of autonomy and professional judgement to ensure projects are delivered effectively and efficiently.

# POSITION DESCRIPTION



- Tracks and reports on the status of tasks, coordinating deadlines and ensuring timely completion.
- Coordinates programs and monitors the risks, reporting to the team to resolve concerns.
- Contributes to the development of project outcomes, for and endorsement by the Elders Advisory Group.
- Provides operational, administrative and coordination support to the Yitpi Yartapuultiku Team, services, functions, matters and projects.
- Administers and assists with the coordination of providers and contractors.
- Will be required to work across a seven-day roster, including evenings, and weekends to support the operational requirements of the Centre.
- Other reasonable duties as required.
- Work at other locations within Council if required.

## **What outcomes does the position deliver?**

- Community programs, workshops, exhibitions and events are delivered in ways that are culturally safe, well-coordinated and aligned with Elders' guidance and organisational priorities.
- Community members, families, schools and partners are actively engaged in programs that strengthen cultural identity, learning, wellbeing and connection to Yitpi Yartapuultiku.
- Effective partnerships are built and maintained with Elders, First Nations communities, service providers, schools and collaborators, supporting shared outcomes and long-term engagement.
- Programs, events and activations run reliably and safely, supported by effective planning, risk monitoring, scheduling and administrative coordination.
- Program development and delivery reflect cultural protocols, and the Elders Advisory Group receives clear information and support to guide project outcomes.

## **The behaviours we expect the position to contribute to our workplace are:**

- Helps contribute to a culturally safe, welcoming and inclusive environment.
- Cultural and political awareness, with the capacity to navigate sensitive issues respectfully and appropriately.
- Demonstrates a willingness to share expertise openly and works collaboratively, recognising and valuing the knowledge and contributions of others.
- Calm, flexible and adaptable, able to adjust quickly to changing priorities with a solutions-focussed approach.
- Strong organisational and coordination skills, whilst managing multiple programs, activities and deadlines.
- A proactive, enthusiastic attitude and willingness to contribute to a positive, culturally grounded workplace.
- Shows initiative and commitment to continuous improvement, reflective practice and ongoing professional development.
- Acts in alignment with PAE Values and the Code of Conduct, modelling integrity, respect and two-way learning.

## **Qualifications for the position**

- Working with Children Check, or willingness to undertake prior to commencement is essential.
- Child Safe Environment training certificate or willingness to undertake training upon commencement is essential.
- Current Australian Drivers Licence.

## **Experience**

- Experience coordinating community programs, events or cultural activities.

# POSITION DESCRIPTION



- Strong organisational and administrative skills.
- Digital and screen curation and production.
- Ability to manage multiple projects concurrently.
- Experience working respectfully with First Nations communities and Elders.
- Strong written and verbal communication skills.
- Experience in exhibitions, retail coordination or digital content management is desirable.
- Experience in grant support or reporting is desirable.

## **Knowledge**

- Knowledge of First Nations cultural governance structures is desirable.

## **Information Management/Cyber Security**

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## **Child and Vulnerable People Safe Environment**

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## **Our Safety and Return to Work Commitments**

### All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.