



Job Title:	Youth Engagement Coordinator – CFC Ranger Program	Position No:	YEP001
Group:	Land and Sea Management	Service Area:	Business Strategy & Performance
Reports to:	Manager – Business Strategy & Performance	Direct Reports:	Ranger Mentors; Trainee Rangers
Classification Level:	Professional Officer 2 – PO2		
Location:	Darwin	Date Approved:	May 2026
Special Measures	<i>Yes - Priority Consideration for Aboriginal and/or Torres Strait Islander Applicants</i>		

POSITION OVERVIEW

The Youth Engagement Coordinator leads activities that support Aboriginal young people aged 18 to 25 to enter, remain in and progress through the Northern Land Council's (NLC) Caring for Country (CFC) Ranger Program.

The role applies professional knowledge of youth engagement, mentoring and community development to design and deliver employment and training pathways. The position works collaboratively with ranger groups, communities, internal teams and external partners to support culturally safe workforce participation and positive outcomes for Aboriginal youth.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

LEADERSHIP

- Supervise and support the Ranger Mentors and Trainee Rangers in alignment with organisational values and conduct standards including wellbeing and development.
- Hold regular meetings to review progress and opportunities for youth engagement in the ranger program.
- Model respectful, safe and accountable behaviour in all work activities.
- Support rangers to become mentees.
- Support staff wellbeing and development.

STAKEHOLDER ENGAGEMENT

- Build partnerships with training providers, schools and community organisations to strengthen employment pathways.
- Use clear, plain language communication that supports participation in the CFC programs.
- Hold regular meetings to update on progress, networking and opportunities for ranger traineeships.
- Escalate complex or sensitive matters when required to the Manager-Business Strategy and Performance.
- Collaborate with internal teams, including Learning on Country and other Land and Sea programs, to align youth pathways.

UNIT SERVICE OPERATIONS

- Design and deliver youth engagement activities and traineeship pathways that support participation and retention in the CFC Ranger Program.
- Apply professional youth engagement and mentoring practices to support skill development, wellbeing and workplace readiness.
- Coordinate ranger traineeships and youth pathway activities within the CFC ranger groups.
- Monitor participation and progression outcomes and identify practical improvements.



- Coordinate program logistics including work planning, travel, accommodation, equipment and on-ground activities.
- Manage and maintain infrastructure, vehicles, and equipment to support program activities.
- Explore funding opportunities and organise youth focused events.
- Make day-to-day operational decisions to support effective program delivery.

PEOPLE MANAGEMENT

- The role is responsible for supervising the unit workforce and supporting performance at an operational level. It acts within the Management Levels of Authority and is responsible for:
 - Day-to-day supervision of staff.
 - Providing feedback and addressing routine performance matters.
 - Managing attendance and leave within delegation.
 - Operational workforce coordination, including roster planning and short-term resource allocation.
 - Supporting recruitment processes as required.
 - Identifying development needs and supporting on-the-job learning.
- Escalate formal conduct processes, complex performance issues, significant staffing changes and longer-term workforce planning to the Manager-Business Strategy and Performance.

WORK HEALTH AND SAFETY

- Promote safe work practices within the unit.
- Ensure compliance with safe work procedures.
- Monitor and report hazards or incidents.
- Support implementation of WHS requirements within the unit.
- Escalate significant or systemic WHS risks.
- The role is responsible for WHS implementation within the unit but does not hold section-level WHS accountability.

AUTHORISATIONS & ACCOUNTABILITIES – INFORMATION SECTION

Financial Authorisation - Band 6

- Approve routine operating expenditure within unit allocation and authorisation.
- Support procurement processes within approved budget.
- Monitor expenditure within unit responsibilities.
- Escalate budget pressures or financial risks to the Business Strategy and Performance Manager.

Governance Accountability

- Ensure compliance with policies and procedures in day-to-day operations.
- Maintain accurate documentation and reporting at unit level.
- Escalate compliance or control issues to the Business Strategy and Performance Manager.

Decision-Making Authority

- Make operational decisions within established procedures.
- Allocate daily tasks and resources.
- Apply policies as written.
- Escalate matters requiring policy interpretation or financial discretion beyond delegation.
- Decision autonomy is operational and bounded by established frameworks.



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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Relevant tertiary qualification in youth work, community development, social sciences, Indigenous studies or three years' experience in delivering on-country projects, including working with Aboriginal ranger groups.
- Experience working with Aboriginal young people in community, training or employment settings.
- Demonstrated understanding of Aboriginal culture, kinship systems and community contexts in the Northern Territory.
- Experience leading, supervising or mentoring staff in a culturally safe environment.
- Strong mentoring skills including active listening, empathy and constructive feedback.
- 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.
- Ability to manage workload, meet deadlines and solve problems.
- Skilled in conflict resolution, community liaison, and remote area program management.
- Experience with budgets, procurement and financial reporting.
- Computer skills and other relevant software including use of Microsoft Office and ability to prepare clear written documentation such as activity reports, operational records and basic correspondence.
- Current Northern Territory driver's licence with experience in remote 4WD travel and a willingness to undertake travel to remote areas using 4WD vehicles or light aircraft.
- Working With Children Clearance or ability to obtain one.

DESIRABLE REQUIREMENTS

- 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.
- Knowledge of support service providers available in remote and regional locations across the NT.