

# Program Assistant Hedland

**Posted:** 10/10/2023

**Closing Date:** 31/01/2024

**Job Type:** Contract

**Location:** Hedland

**Job Category:** Community Services and Development

**Shooting Stars** is an education engagement program that empowers Aboriginal girls and young women to achieve their dreams. Founded in 2015 the Shooting Stars program is now based in 22 schools across Western Australia and South Australia, reaching more than 1,200 girls and young women. Shooting Stars staff, 85% of whom are Aboriginal, adapt the Shooting Stars program to meet the needs of their communities and participants, providing engagement activities, health and wellbeing sessions, and rewards within a school-based framework of support, advocacy, and connection.

## Job Description

Reporting to the Program Coordinator, the Program Assistant will be responsible for the coordination and delivery of the Shooting Stars program with the primary aim of increasing overall, school engagement, participation, and empowerment of female students.

### **Role and Responsibilities:**

The Shooting Stars Program Assistant is responsible to support the Program Coordinator to deliver the Shooting Stars program site – in this case Hedland Senior High School, with support from the broader Shooting Stars team. The responsibilities of a Shooting Stars Program Assistant are:

- To assist the Program Coordinator to **deliver the Shooting Stars program** including all activities (advocacy and support for participants, engagement activities, rewards, health and wellbeing sessions, and yarning circles), evaluation (attendance data collection and analysis, writing case studies, yarning circles), and marketing (Facebook and school newsletter updates).
- To **develop supportive relationships** with Shooting Stars participants.
- To **work collaboratively and foster relationships** with Shooting Stars staff, school staff, community stakeholders, and other service providers.
- To assist the Program Coordinator to **actively engage** families, community members, stakeholders, and other service providers in program delivery e.g., through events, health and wellbeing sessions, and rewards.
- To represent Shooting Stars with pride and to **role model** respect and success within their community.

## **Desired Skills and Experience**

### **Qualifications and criteria:**

We have a strong workplace culture. Our first criterion is that the Program Assistant's attitudes and values align with our mission and workplace culture. Our core values are Respect, Integrity, and Heart. We strive together so that we rise together. At Shooting Stars, we believe that by empowering women, we empower communities. We are looking for someone who:

- Is excited to learn, grow and take on new challenges.
- Is motivated to make positive changes in their community.
- Enjoys working with young people, especially girls and young women.
- Understands the responsibilities of being a role model; and
- Is a team player?

### **Our other essential criteria include:**

- Experience coaching/engaging/teaching/mentoring young people.
- Capable of planning and prioritizing work.
- Competent in the use of Information Technology.
- Excellent communication skills and ability to elicit cooperation from, and work with, a diverse group of people/stakeholders.
- Ability to work independently and part of a broader team.
- Preparedness to be flexible in respect to work hours and intrastate travel.
- A current "C" class WA driver's licence.
- Working with Children Check.
- Nationally Coordinated Criminal History Check Clearance (NCCHS); and
- Education Department Screening Number (SCN Number).

**Aboriginal and Torres Strait Islander peoples are encouraged to apply.**

**Support to complete a traineeship is also possible for the successful candidate.**

<b>Hours of work</b>	The role is a full-time fixed term position working 37.5 hours per week until 31 Dec 2024. The nature of the position requires significant out of hours and weekend work.
<b>Salary</b>	A salary package ranging between \$50K-60K+ Super and access to salary sacrifice will be negotiated with the successful applicant dependent on experience.
<b>How to Apply</b>	<p>Applicants are asked to apply via email.</p> <p>Please include a resume and cover letter in your application.</p> <p>Applications and questions related to your application can be directed to: <a href="mailto:HR@netballwa.com.au">HR@netballwa.com.au</a></p>
<b>When do applications close?</b>	Applications close on Wednesday 31 January at 5PM (AWST). We reserve the right to interview and fill this position prior to the closing date should the suitable applicant be identified.
<b>Who do I contact if I have an enquiry?</b>	Regional Manager: Bernie Kop - <a href="mailto:bernadine.kop@shootingstars.org.au">bernadine.kop@shootingstars.org.au</a>