



POSITION DESCRIPTION

POSITION TITLE	Project Lead – Financial Wellbeing Northern Territory
GROUP	Children, Youth and Inclusion
PORTFOLIO	Inclusion
REPORTS TO	Financial Inclusion Senior Manger

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

Children, Youth and Inclusion is a diverse service delivery Division in BSL. Children, Youth and Inclusion is typically made up of small to medium size operational activities aimed at providing services to children, families, young people and adults. Children, Youth and Inclusion is required to operate in a flexible and agile way to lead change and influence systems. Children, Youth and Inclusion responds the external political and service sector environment and offers new practice, service design and policy solutions to influence lasting change. All programs in the division must have a systemic change ambition beyond the service delivery.

Our Financial Inclusion programs work with people on lower incomes to enhance their economic security and financial well-being. Participants of our programs feel more empowered, have better control of their finances and are confident in making informed

decisions. We work collaboratively to build capacity and create a greater sense of connection and economic dignity while being a trusted voice for systemic change.

The Social Policy and Research Centre (SPARC) is responsible for seeding new approaches to social policy, programs, and practice that help shape a better future for all, including those experiencing poverty, inequality, and social exclusion.

This project is a joint initiative of CYI and SPARC. It is funded by the federal Department of Social Services.

POSITION PURPOSE

The Project Lead will manage a 12-month financial resilience and capability-building project in the Northern Territory (NT). Adopting an action-research methodology, this project aims to enhance the financial capability of individuals on low-incomes living in the NT. As such, it requires close collaboration with the research and evaluation team. This role will involve partnering and collaborating with local providers, possibly including Aboriginal Community Controlled Organisations (ACCOs) to either enhance an existing program or support an organization to develop a new program within their existing offerings. While not exclusively targeted at First Nations individuals, the project will prioritise their needs and cultural sensitivities.

This position is identified for Aboriginal people and exemption is claimed under Section 14(d) of the Anti-Discrimination Act 1977.

KEY RESPONSIBILITIES

Project Management:

- Work with Senior Manager Financial Inclusion and Principal Research Fellow to lead and manage all phases of the project lifecycle, including scoping, collaboration, design, and implementation.
- Provide comprehensive support for the evaluation phase, ensuring integration of action-research principles.

Stakeholder Engagement:

- Foster strong partnerships and collaboration with local providers and Aboriginal Community Controlled Organisations (ACCOs).
- Ensure project activities are culturally sensitive and aligned with the needs of First Nations communities and other low-income individuals.
- Facilitate regular meetings and communication channels to keep stakeholders informed and engaged.

Research and Action Learning:

- Work closely with BSL's SPARC to incorporate research findings and evaluation insights into program development.
- In conjunction with the research team, apply action-research methodology to continuously refine and enhance the financial capability programs throughout the project's duration.
- Ensure that the project's action-research findings are shared and utilised for program improvement.

Operational Oversight:

- Provide strategic leadership in operational planning, resource allocation, and risk management.
- Develop and monitor project timelines, budgets, and resource needs to ensure the achievement of project milestones.
- Implement quality control measures to ensure the project's objectives are met efficiently and effectively.

Reporting and Documentation:

- Maintain comprehensive and accurate documentation of project progress, outcomes, and learnings.
- Prepare detailed reports for internal and external stakeholders, highlighting key achievements, challenges, and recommendations.

Teamwork and Accountability

- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- This position will require direct/indirect contact with children and/or vulnerable individuals
- Other duties as required

SCOPE OF RESPONSIBILITY

Direct Reports: Nil

KEY SELECTION CRITERIA

- **Relevant Qualifications:** Tertiary qualifications in Business, Social Sciences, or related fields, or equivalent practical experience.
- **Project Management:** Proven experience in managing complex projects, ideally within community programs or social services.
- **Stakeholder Engagement:** Strong interpersonal skills with the ability to build effective relationships across diverse stakeholders, including Aboriginal and Torres Strait Islander communities.
- **Cultural Competence:** Understanding of and experience working with First Nations communities, with a commitment to cultural safety and respect. Additionally, an understanding of the unique cultural sensitivities of low-income people living in the Northern Territory is desirable.

- **Adaptability and Resilience:** Ability to navigate challenges and adapt strategies based on research and practice insights.
- **Communication Skills:** Excellent written and verbal communication skills, including the ability to present complex information clearly and concisely.
- **Personal Qualities:** Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence. A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.

Desirable:

- Demonstrated experience in the financial inclusion space, particularly in developing and implementing programs aimed at enhancing financial capability for low-income individuals.
- Proven track record in working with financial education, capability-building, or resilience projects.

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include work based travel and attendance at a variety of different work locations
- Proof of eligibility to work in Australia.
- A satisfactory Police Check and Working with Children Check (BSL will support successful candidates in this process).
- This position is identified for an Aboriginal or Torres Strait Islander person.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.