

## JOB DESCRIPTION

<b>Job Title:</b>	IDA Coordinator
<b>Location:</b>	Alice Springs (preferred) or East Perth Office
<b>Position Status:</b>	Full-Time Maximum Term – 2 Years
<b>Department:</b>	Indigenous Desert Alliance (IDA)
<b>Reports to:</b>	IDA Executive Officer
<b>Salary:</b>	Level 5 / 6 - \$81,411 – \$107,120 (dependant on Qualifications, Skills and Experience)

### Your Role

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In order to fulfil our mission, pursue our vision and in accordance with our vision, the IDA Coordinator is required to:

1. Project manage and provide facilitation support to forums.
2. Project manage and support domestic and international Ranger exchanges.
3. Contribute to the IDA communications strategy.
4. Assist with developing funding proposals and implementing effective reporting frameworks.
5. Participate as a member of the IDA team
6. Other tasks as directed.

### Your Duties

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- 1. Project manage and provide facilitation support to forums including:**
  - 1.1 Coordinate the development of policies and procedures relating to hosting and participating in forums;
  - 1.2 Coordinate event planning and logistics, in liaison with host and participating organisations;
  - 1.3 Manage the contracting of service providers and suppliers for forums;
  - 1.4 Coordinate and support the facilitation of forums;
  - 1.5 Manage communications with partners and stakeholders; and
  - 1.6 Coordinate and manage forum media and reporting.

- 2. Project manage and support domestic and international ranger exchanges, including;**
  - 2.1 Coordinate the development of policies and procedures relating to hosting and participating in exchanges;
  - 2.2 Coordinate exchange planning and logistics, in liaison with host and participating organisations;
  - 2.3 Coordinate and support the facilitation of exchanges;
  - 2.4 Manage communications with partners and stakeholders; and
  - 2.5 Coordinate and manage exchange media and reporting.
  
- 3. Contribute to the IDA communications strategy including:**
  - 3.1 Assist in the development, evaluation and review of strategy;
  - 3.2 Undertake regular communication with IDA members (including seeking and coordinating feedback on forums, projects and communications);
  - 3.3 Engage with stakeholders in support of IDA activities; and
  - 3.4 Develop, produce and maintains communication media and resources (e.g. website, social media, newsletters and presentations).
  
- 4. Assists with:**
  - 4.1 Developing funding proposals in support of IDA forums and other projects as required;
  - 4.2 Developing and implementing effective reporting frameworks; and
  - 4.3 Project management and coordination of other projects, as required.
  
- 5. Participate as a member of the IDA team:**
  - 5.1 Maintain an openness and willingness to share ideas that may contribute to the efficient and effective working of the IDA team;
  - 5.2 Contribute to the IDA's planning, review processes and other meetings relevant to IDA and your role;
  - 5.3 Adhere to all IDA policies and procedures as appropriate; and
  - 5.4 Participate in performance reviews and professional development.
  
- 6. Other duties as directed:**
  - 6.1 Other duties as directed by the IDA Executive Officer.

## SELECTION CRITERIA

### **Essential Qualifications, Skills and Experience:**

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1. Proven experience in project and contract management.
2. Experience in event management.
3. Demonstrated experience in two-way (Indigenous and Non-Indigenous) communication.
4. Ability to work as part of a team.
5. Demonstrated problem solving skills.
6. Willingness and ability to travel.

### **Desirable Qualifications, Skills and Experience:**

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1. Experience in communication planning.
2. Experience in policy and advocacy.
3. Land management knowledge.
4. Good understanding of remote Indigenous social, cultural and economic context.
5. Conflict management skills.

### **Personal Qualities:**

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1. High levels of honesty and integrity.
2. Flexibility.

**Date Written:**

**Date Approved:**