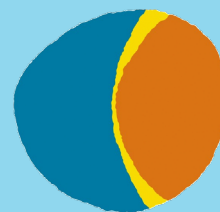


Job Description

EON Project Manager – Big Rivers Region, Northern Territory



EON Foundation

Job Title: EON Project Manager – Big Rivers Region Northern Territory

Reports To: EON Operations Manager

Location: Big Rivers Region, Northern Territory
Based in Ngukurr, with some travel to Katherine

Type: Full time (38 hours per week)

Contract Term: 3 years

Remuneration: \$80 000pa plus 9.5% superannuation

Benefits: Salary sacrifice benefits available due to Public Benevolent Institution status
6 weeks annual leave
Fully maintained vehicle provided for work purposes

BACKGROUND

EON Foundation (www.eon.org.au) was created in 2005 to provide practical support to improve the health and well-being of Aboriginal people in remote communities. A not-for-profit organisation, EON delivers the EON Thriving Communities Program, focused on improving nutrition through gardening and nutrition education as a basis for chronic disease prevention in Western Australia and now also in the Northern Territory.

An opportunity has arisen for a full time Project Manager based in Ngukurr to deliver EON's Thriving Communities Program to the Ngukurr School/community in the Big Rivers Region of the Northern Territory.

The new Project Manager will initiate and progress EON's Thriving Communities Program including planning, planting and maintaining edible gardens and delivery of practical gardening, cooking and nutrition lessons, with a particular focus on the school children. The aim of the Program is to help these schools and communities build a sustainable source of fresh healthy food and equip them with the skills to maintain the gardens and good nutrition.

PURPOSE

The role of the Project Manager is to coordinate and supervise the delivery and maintenance of the EON Thriving Communities Program in the Ngukurr School/community in the Big Rivers Region, NT in accordance with budget, operational plans and directions from the EON Operations Manager.

Key Relationships

- School Principals
- Community Stakeholders
- EON Project Managers and Officers
- Government and Non-Government Networks
- Product and Service Providers
- EON Operations Manager
- Head Office Staff, including Executive Manager and Financial Controller
- EON Directors



Direct Reports (Positions)

EON Project participants within communities (as required)

CORE ACCOUNTABILITIES

This position requires a motivated, practical person who enjoys working with Indigenous children and adults, is a good communicator, can work independently and is highly adaptable to change.

The specific duties will include:

- Deliver fortnightly gardening, cooking and nutrition lessons to classes of school children in each location
- Provide horticulture, cooking and nutrition workshops to adult community members
- Ensure each location has a fully functioning edible garden
- Identify and mentor local community participants and work with local community members to provide them with the skills to maintain the Program themselves
- Report weekly to EON management on progress against plans, schedules and goals
- Comply with EON policies and procedures
- Complete all reporting requirements accurately and on time
- Collaborate with stakeholders and other service providers.

SELECTION CRITERIA

Essential:

- Experience and qualifications in horticulture and training
- An interest in health and nutrition
- Experience and enjoyment of working with children
- Ability to live and work in a remote community
- Excellent communication and interpersonal skills
- Strong organisational skills
- Computer literacy

Desirable:

- Ideally the candidate will have experience working in remote Indigenous communities.
- While not a requirement that the applicant be from a not-for-profit environment, it is important that they be prepared to embrace the objectives and culture of the organisation.

LICENCES AND CERTIFICATION

- Minimum: National Police Clearance
- Minimum: Working with Children Check
- Minimum: Valid Driver's Licence
- Ability to work in Australia

TO APPLY FOR THIS ROLE

To apply for this role, please provide a **covering letter addressing the Selection Criteria** together with your **CV** and submit by **14 December 2018** to **Marie-Louise Carroll, Executive Manager:**

admin@eon.org.au