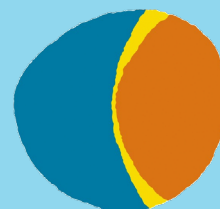


# Job Description

## EON Project Manager – Groote Eylandt, Northern Territory



**EON** Foundation

Job Title:	EON Project Manager – Groote Eylandt, Northern Territory
Reports To:	EON National/NT Operations Manager
Location:	Groote Eylandt, Northern Territory
Type:	Full time (38 hours per week)
Contract Term:	Until 31 March 2023
Remuneration:	\$80 000pa plus 9.5% superannuation
Benefits:	Salary sacrifice benefits available due to Public Benevolent Institution status 6 weeks annual leave Assistance with housing in Alyangula (non-financial) Fully maintained vehicle provided for work purposes

### BACKGROUND

EON Foundation ([www.eon.org.au](http://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 on Groote Eylandt in the Northern Territory to deliver EON's Thriving Communities Program to 3 remote locations: Umbukumba, Milyakburra and Angurugu.

The new Project Manager will manage and deliver 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 to the 3 communities outlined above in accordance with budget, operational plans and directions from the EON National/NT Operations Manager.

### KEY RELATIONSHIPS

- School Principals
- Community Stakeholders
- EON National/NT Operations Manager
- EON Project Managers and Officers and the WA Operations Manager
- Head Office staff including Executive Manager and Financial Controller
- Government and Non-Government Networks
- Product and Service Providers
- 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
- Demonstrated experience in working with children and youth and the ability to plan and facilitate workshops and lessons
- Ability to travel to remote communities
- Excellent communication and interpersonal skills
- Strong organisational skills
- High level 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 or Ochre Card
- Minimum: Valid Driver's Licence
- Ability to work in Australia

## TO APPLY FOR THIS ROLE

Please provide a **covering letter addressing the Selection Criteria** together with your **CV** and submit by 5pm WA time on **22 April 2019** to **Marie-Louise Carroll, Executive Manager** at [hr@eon.org.au](mailto:hr@eon.org.au).