



EARLY LITERACY MANAGER

- Sydney based full-time role with travel to remote communities
 - Early Learning Teacher
 - Not-for-profit organisation
- Attractive salary with not for profit packaging and benefits
 - *Aboriginal or Torres Strait Islander identified position*

Full-time role managing the Early Learning literacy-based program – Book Buzz - and its small team. As well as supporting organisations in remote communities with books, resources and translations of books, this role is responsible for facilitating the training of support positions, in-house and in community.

Responsibilities:

- Manage ILF's early literacy program, Book Buzz, & activity to budget
- Prepare detailed, monthly reports & communications (including enewsletter)
- Develop and source resources for the program
- Co-ordinate and manage evaluation processes
- Participate in and organise field trips
- Act as spokesperson and advocate at conferences, stakeholder meetings and broader community
- Train, manage and mentor staff small team
- Actively contribute to and participate in strategic planning

Personal Attributes:

- Experience working with Indigenous people/community.
- Personal interest in literacy
- Excellent written and spoken communication.
- Early Learning Childhood University/Education qualification.
- Must hold a current driver's licence and have a 'working with children' and police check or willing to obtain one.

Conditions:

- 9 – 5pm with flexibility; immediate start; full-time
- Close to Broadway, Sydney

To apply:

- All interested candidates are requested to send their CV with a cover letter addressing the Personal Attributes above, and names of two referees to Kirsten at info@ilf.org.au.
- **Applications close 10 February 2020.**