

MoneyMob Talkabout

Position Description



Community Development Coordinator

Status	Version 2.1
Position Title	Community Development Coordinator
Classification and salary package	Base salary of \$112,335 per annum, including annual leave loading, plus 12% superannuation (Social Community Home Care and Disability Services Award Level 6/1)
	<p><u>Other available benefits</u></p> <ul style="list-style-type: none">• Remote Salary packaging options available• 6 weeks annual leave• 5 days additional “mini-break” non-accrued leave OR two return airfares to nearest home capital city per annum.• Up to \$2000k support towards relocation costs if required• \$500 wellbeing payment per annum (not cumulative)
Location	The position is based in Alice Springs, with frequent travel required into the APY Lands.
Hours	Full time – 38 hours per week Permanent (on-going) subject to funding.
Special measures	Qualified and/or experienced Aboriginal and Torres Strait Islander people are strongly encouraged to apply

About MoneyMob Talkabout

MoneyMob Talkabout is a not-for-profit organisation providing financial counselling and capability casework, financial literacy and energy efficiency education and community development programs. We are funded to deliver services to Anangu in Adelaide, the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands in northern South Australia, and in the Northern Territory.

The MoneyMob financial literacy education program was founded in 2009 as a small travelling program that raised awareness in advance of visiting money management services across the Northern Territory. In 2012 as a result of a successful funding application, we established a place-based “Money Hub” in the APY Lands to provide ongoing support to Anangu. The establishment of the services was guided by advice from APY communities. In 2015, we incorporated as an independent not-for-profit organisation.

We are governed by a majority First Nations Board of Directors with diverse backgrounds and skill sets, including directors from the communities we serve. Our cultural governance continues to

strengthen, with an Anangu Advisory Board embedded in our organisational structure. ensure First Nations voices, particularly Anangu, are embedded in our governance and service delivery models.

Our Vision

First Nations people and communities are empowered to achieve economic wellbeing and self-determination.

Our Focus

First Nations people are equal partners in and co-creators of our practice. We elevate the voices of our clients and advocate, influence, deliver services, build and share knowledge to achieve equality.

Our Values

These values guide all aspects of our work including our service delivery, advocacy, governance and management.

- **COURAGE:** We are committed to advocating strongly for change and creating a more just and inclusive environment.
- **EMPOWERMENT:** We work to support First Nations people to be in control and work towards achieving independence, rights, opportunities and recognition of the inherent value of their culture and communities.
- **INTEGRITY:** Honesty, openness, accountability, fairness and inclusiveness must be at the core of everything we do and are.
- **INSIGHT:** Our actions and services are grounded in our organisational knowledge, evidence and ethics; the wisdom of the people, organisations and communities working alongside us; current thinking and research about what works nationally and internationally.
- **INNOVATION:** We are a creative and agile organisation, motivated to continually improve, adapt and develop innovative solutions that add value and are valued by the communities we work with.

Our influence

We advocate and influence across Australia on issues affecting First Nations people and their economic well being. We use our knowledge and practice-based evidence to inform our positions and to advocate for our clients.

We also deliver financial literacy education in regional and remote Northern and Western Australia. We seek out opportunities to shape conversations with decision-makers that affect our clients, including in Canberra and other capital cities.

Our operating ecosystem and environment means there are many factors that contribute to achieving our vision, as it is known that economic well being is impacted by many co-occurring elements such as health, education and social connections. A collaborative and joined up approach is needed by communities, governments, service providers and others in the ecosystem to make progress towards achieving our vision.

Please see our website for more information about MoneyMob and what we do:

<https://moneymob.org.au/>

About the position

The objectives of the Community Development Coordinator role are to:

- Support the development, resourcing and operations of MoneyMob Talkabout's Anangu Advisory Board and Working Group, "Uwankara Tjungungku Kulira Wangkanyi" (Everyone Listening, Thinking and Talking Together (UTKW). This will form a significant majority of the role's work and will include ongoing efforts to obtain sustainable funding to support UTKW's operations.
- Plan and implement community development activities and events relevant to MoneyMob Talkabout's work - such as during NAIDOC week, Anti-Poverty Week, Literacy and Numeracy Week, Gambling Harm Action Week, National Reconciliation Week etc.
- Coordination and implementation of MoneyMob Talkabout's Reconciliation Action Plan

The incumbent should be aware that the role will evolve flexibly in conjunction with the growth and development of UTKW.

Reporting and working relationships	<p>This position reports directly to the Community Services Manager, and:</p> <ul style="list-style-type: none">• Works closely and collaboratively with MMT UTKW members• Works collaboratively with and supports other MMT staff and programs• Works with external consultants, service providers and agencies• Works with the MMT Board if and when required
Special Work Requirements	<ul style="list-style-type: none">• National Police Check• Working with Children and Vulnerable Persons Check• Unrestricted driver's license and ability to drive a manual vehicle• Ability to undertake travel to remote communities on a regular basis• Ability to share remote housing with colleagues and other service providers when working remotely
Key responsibilities	<p>UTKW Work - with guidance of UTKW members:</p> <ul style="list-style-type: none">○ Create UTKW member role description(s)○ Establish membership criteria that incorporate Anangu governance priorities and provide for the participation of a diverse range of identities, ages and communities/geographies○ Promote UTKW and its purpose○ Screen and recruitment of interested Anangu members○ Facilitate the development/refinement of UTKW's terms of reference, decision making and communication procedures.○ Develop an annual workplan to be implemented by the Board○ Develop a participatory monitoring and evaluation framework to measure the effectiveness of UTKW's

	<p>work.</p> <ul style="list-style-type: none"> ○ Organize and facilitate UTKW's meetings ○ Empower UTKW's meaningful and culturally safe participation in MMT strategic and project/program planning, design, delivery and evaluation processes and workforce development strategies. ○ Resource UTKW with training, tools and professional development/other relevant inputs to support their work (for example, learning about governance, research, monitoring and evaluation, advocacy or public speaking). ○ Assist UTKW to develop confidence and lead advocacy about issues of importance to MMT's work. ○ Effectively communicate the purpose, role and achievements of UTKW to relevant external stakeholders. ○ Manage and review the operational budget for the UTKW. ○ Provide narrative reports and financial acquittals to funders ○ Assist the MMT Board of Directors and UTKW to understand each other's roles and establish effective mutual communication channels. ○ Assist other MMT managers and staff to understand the value and role of UTKW and work with, listen to and implement their decisions as appropriate <p>Community Development Activities</p> <ul style="list-style-type: none"> ○ Plan and implement community development activities and events to highlight MMT's work during relevant awareness weeks, ensuring the involvement of other staff and community members as much as possible. <p>Reconciliation Action Plan</p> <ul style="list-style-type: none"> ○ Coordinate the development and implementation of and reporting on MMT's Reconciliation Action Plan across the organization. <p>Other</p> <ul style="list-style-type: none"> ● Assist the Community Services Manager and MD to report to the MMT Board of Directors as required ● Other duties as required.
Key performance indicators	<ul style="list-style-type: none"> ● UTKW assisted to participate in MMT strategic planning session in October 2025 ● UTKW workplan developed by December 2025 ● UTKW M&E Framework developed by June 2026 ● Funding applications identified and completed on time ● Community events/activities developed and implemented for relevant awareness weeks

	<ul style="list-style-type: none"> • MMT Rap activities coordinated/implemented as per schedule.
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About you

Desired personal attributes	<ul style="list-style-type: none"> • Commitment to social justice for and centring the voices of First Nations Australians • Actively supports MoneyMob's vision, values, objectives, codes of conduct and policies. • Deep understanding of culture and how it shapes all of us. • Ability to respectfully identify, explore, unpack and (if necessary) challenge complex cultural concepts/beliefs or norms to create new or shared knowledge(s) or approaches • Resilient, calm and emotionally intelligent. • Able to cope with consistent pressure and volume of workload. • Possess effective personal strategies to cope with the challenges of remote intercultural work. • Understanding of the social, political and historical factors impacting Aboriginal communities. • Empathetic and non-judgmental in dealings with people with complex needs.
Selection criteria	<ol style="list-style-type: none"> 1. Tertiary qualifications in community development or related disciplines. 2. Substantial experience working with remote First Nations Australians in a multi-faceted community development role - e.g. facilitation, grant seeking, project planning and implementation, advocacy. 3. Knowledge/experience in the area of economic justice, consumer advocacy/financial counselling & capability or ability to quickly acquire 4. Track record of implementing creative community activities/events. 5. Superior organizational, I.T. and communication skills across all domains (listening, speaking, writing).