Position Description

Language Program Coordinator

Position summary

The Language Program Coordinator organises and facilitates a community-led language program **Karnalirya Lientiack** (Conversations Awake) in Northeast Tasmania, working alongside a linguist and under the guidance of a Language Working Group. This two-stage, community-led project aims to revitalise and embed the traditional language of the Coastal Plains Nation, at the point of colonisation. The project will reconstruct, document, and revitalise language for use in **everyday community life**, on-Country programs, and local schools engaged through MTWAC's existing youth leadership and cultural education initiatives.

Item	Detail
Position title	Language Program Coordinator
Organisation	Melaythenner Teeackana Warrana (Heart of Country) Aboriginal Corporation (MTWAC)
Reports to	Chief Executive Officer
Location	Flexible
Employment type	Part-time, fixed term, 2 years
Hours	3 days per week (0.6 FTE)
Classification and salary	SCHADS Award, plus 15% superannuation
Works with	Language Working Group, Linguist, Elders and community members

Purpose of the role

Language is culture, and culture is language. Speaking language keeps strong connections to Country, identity, culture, kinship and community.

The Language Coordinator organises a community-led language program in Northeast Tasmania over two years. Working alongside a linguist and the Language Working Group, the Coordinator turns community aspirations for language into a practical program: gathering and organising language

resources, supporting learning opportunities, and building the community's own capacity to revitalise the language and bring it back into everyday use.

The program is led by community. The Coordinator's role is to organise, support and connect. Decisions about what language is shared, how, and with whom rest with the community, its language custodians and the Language Working Group.

The position suits someone who can manage projects and relationships well, and who understands that language is tied to Country, culture and identity.

Key accountabilities

1. Program coordination and planning

- Develop, with the Steering Committee, community and the linguist, a two-year language program plan with clear milestones, budget and reporting points.
- Schedule and organise the Steering Committee's work, community meetings and language gatherings.
- Track progress against the plan and adjust it in consultation with community, the Steering Committee and the CEO.

2. Community engagement and governance

- Build and maintain trusted relationships with Elders, language custodians, families and community organisations.
- Organise community meetings and yarning circles to set priorities and gather feedback.
- Support the Language Revitalisation Steering Committee, including agendas, minutes and follow-up.
- Follow community protocols for cultural authority, consent and the sharing of language and knowledge.

3. Language documentation and resource development

- Support the linguist to locate, collate and review existing language materials, including archives, recordings and historical sources.
- Coordinate recording sessions and the cataloguing, storage and backup of language materials.
- Help develop learning resources such as word lists, phrase books, audio, signage and digital materials, guided by community approval.
- Maintain records of permissions and access conditions for all language materials.

4. Language learning and community capacity

- Plan language activities such as workshops, camps on Country, school and early-childhood sessions, and family learning, and arrange for community members and the linguist to deliver them.
- Identify and support community members who wish to train as language workers, teachers or custodians.
- Work with the linguist to pass skills to community members, so the program can continue after the 2 years.

5. Partnerships and stakeholders

- Liaise with schools, libraries, museums, councils, other Tasmanian Aboriginal organisations and relevant language bodies.
- Represent the program at meetings and events when asked by community.

6. Budget, acquittals and funding reporting

- Manage the program budget and track expenditure against it.
- Prepare acquittals and funding reports, including progress and outcomes reports, for funders in consultation with the CEO.
- Raise any budget risks with the CEO and the Steering Committee early.
- Keep accurate financial records and project files.

7. Sustainability and handover

- Develop a sustainability plan by the end of year 2, setting out how the program will continue after the position ends.
- Document processes and hand over resources, records and relationships in an agreed form.

8. Other duties

Undertake other duties reasonably and lawfully directed by MTWAC. This description sets out the primary purpose and responsibilities of the role and is not exhaustive.

Selection criteria

Essential

1. Understanding of, and respect for, Tasmanian Aboriginal culture, history and community protocols, and the importance of language to identity and Country.
2. Demonstrated ability to build trust and work respectfully with Elders, families and community members.
3. Experience coordinating projects or programs, including planning, managing budgets, preparing acquittals and meeting deadlines.

4. Strong written and verbal communication skills, including preparing reports and facilitating meetings.
5. Ability to work collaboratively with specialists such as a linguist, and to support community-led decision making.
6. Good organisation and record-keeping skills, and competence with common software and file management.

Desirable

- Lived experience in, or strong connections with, the North East Tasmanian community.
- Experience in language, cultural heritage, education or community development programs.
- Knowledge of language revitalisation approaches and of working with archival and recorded materials.
- Skills in event or workshop facilitation, or in teaching or training.
- Familiarity with digital tools for audio recording, databases or learning resources.

Cultural governance, safety and employment conditions

- **Cultural authority and data.** Language materials and recordings remain the property and responsibility of the community. The Coordinator works within agreed protocols on consent, access, storage and use of language, and follows Indigenous cultural and intellectual property principles.
- **Aboriginal identified position.** This role is Aboriginal identified under the Anti-Discrimination Act 1998 (Tas), s 26.
- **Work health and safety.** The Coordinator takes reasonable care for their own safety and others', reports hazards and incidents, and follows organisational policies, including for travel, remote work and working with community outdoors.
- **Pre-employment requirements.** Working with Vulnerable People registration (Tasmania). This position is an Aboriginal identified position; confirmation of Aboriginality will be requested upon offer of employment.
- **Conditions of employment.** Terms are set out in the employment contract and relevant award or agreement. The position is fixed term for 2 years, with a probation period of 6 months and a performance review at 12 months.