



**KIMBERLEY  
LANGUAGE  
RESOURCE  
CENTRE**

## **Position Vacancy -Project Manager**

The Kimberley Language Resource Centre is looking for a Project Manager who will be responsible for the successful delivery of language projects across the Kimberley in partnership with Aboriginal community language practitioners and/or teams.

### **About the Organisation**

The Kimberley Language Resource Centre (KLRC) is the peak regional body for Kimberley Aboriginal languages, located in Halls Creek, Western Australia – one of the most remote towns in Australia. The KLRC's vision is 'Keeping Languages Strong' and its purpose is to develop strategies and projects for the continuation of Kimberley Aboriginal languages.

### **About the Role**

The Project Manager's role must effectively implement board-directed strategies for language continuation as it relates to the objectives outlined in the strategic plan.

### ***Key responsibilities include but not limited to:***

- Maintain good stakeholder relationships by liaising directly with community-based language practitioners, language teams, and other stakeholders to develop project plans with strong language outcomes.
- Maintain language project planning and reporting documents
- Ensure project budgets are spent according to project funding guidelines.
- Facilitate professional development, training and networking opportunities for Kimberley community-based language practitioners and KLRC staff as appropriate.
- Monitor the progress of community-based language projects and activities
- Provide information and data on language projects and activities for reports and funding acquittals.
- Report to the KLRC Board, KLRC membership, and other stakeholders as directed by the Manager.
- Present at conferences at the request of the Manager and/or Board
- Receive mentoring from Research Training and Development Officer on corporate history and language project development appropriate to Kimberley language groups.

### **About you**

The right candidate will be ready to work as a team with the directors and staff to achieve the organisation vision set by the membership and language groups in the region.

**Skills required:**

- Project management qualifications or extensive demonstrated experience
- Demonstrated experience of living and working in regional and remote communities and ability to communicate, interact and establish rapport with diverse groups of Aboriginal people.
- Proven decision-making skills, written and verbal communication, and interpersonal skills.
- Demonstrated ability in liaising with stakeholders.
- Class "C" Drivers Licence
- Capacity to travel in the Kimberley
- Immediate to advanced skills in Microsoft 365
- Computer literate and experience with various software packages
- Aboriginal and Torres Strait islanders are encouraged to apply

Experience of language and/or cultural project management and knowledge of or experience working with Aboriginal languages highly advantageous

**Benefits of working for KLRC**

This is an opportunity to rebuild the capacity of a historical Kimberley organisation after a period of limited activity, where you can contribute to a small, remote, predominantly Aboriginal regional town as well as meet and work with Aboriginal people across the Kimberley region.

We are a registered not for profit organisation, so you will receive tax benefits associated with a not for profit.

To find out more about us visit [www.klrc.org.au](http://www.klrc.org.au)

**If you are interested, we would love to hear from you. Please submit a resume and cover letter to [hayley@effectivehr.com.au](mailto:hayley@effectivehr.com.au) outlining your background and what you can bring to the role**