



KIMBERLEY LANGUAGE RESOURCE CENTRE

Position:	Project Manager
Award	
Position Level:	
Location:	Halls Creek, Western Australia
Responsible to:	Manager

BACKGROUND

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.

The KLRC was established in September 1985 by Kimberley Aboriginal people after the Keeping Language Strong report identified the need for a regional organisation to work with Kimberley people and communities, to revive and/or maintain their languages.

The ideal person for this role will be a creative problem solver, can manage multiple projects, is relationship and outcome focused, professional, can maintain confidentiality and is looking for an opportunity to deliver meaningful language continuation projects.

Aboriginal applicants are strongly encouraged to apply.

POSITION DESCRIPTION

The Project Manager is responsible for the successful delivery of language continuation projects across the Kimberley. They must ensure that all projects are community led and designed and are delivered in a culturally sensitive manner in line with organisation policies.

You will be accountable for planning and allocating resources, preparing budgets, monitoring progress, and keeping stakeholders informed throughout project lifecycles.

ESSENTIAL SELECTION CRITERIA

- Qualifications in Project Management or other Tertiary Qualification
- Demonstrated project management and coordination experience
- Demonstrated administration experience
- Demonstrated experience with Microsoft applications and database management.
- Demonstrated communication and interpersonal skills and the ability to communicate effectively with stakeholders.
- Demonstrated organisational and time management skills and an ability to meet deadlines.
- Demonstrated experience to work independently and as a team member.

DESIRABLE:

- Tertiary Degree in Education, Community development or similar
- Experience in Language continuation or similar projects
- Experience working in a Prescribed Body Corporate, in Native Title or with an Aboriginal Corporation.
- Resides in Halls Creek

In addition to a rewarding and dynamic position, KLTC can offer benefits such as:

- A flexible and supportive work environment
- Generous salary packaging options
- Training
- Support in professional development opportunities
- Housing

This role is full-time with negotiable hours, for a 1-year contract, with possible extension dependent on funding. The position will be based in Halls Creek with travel across the Kimberley as required.

HOW TO APPLY:

If you have the relevant skills or are motivated to grow and to develop your skills and experience, please send your application to manager@klrc.org.au

1. A cover letter with your resume in PDF format
2. An application addressing the Selection Criteria

Any questions please email manager@klrc.org.au to arrange a call.

[Aboriginal residents living in Halls Creek are strongly encouraged to apply](#)