

RAP Community Officer

Narragunnawali: Reconciliation in Education

- **Canberra or Sydney**
- **Annual salary: \$50,000 - \$70,000 + Superannuation (dependent on experience)**
- **Full-time plus flexible working**

Our organisation

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

Reconciliation Australia's Narragunnawali: Reconciliation in Education is a program that supports all schools and early learning services in Australia to develop environments that foster a high level of knowledge and pride in Aboriginal and Torres Strait Islander histories, cultures and contributions.

We provide a flexible working environment, additional leave provisions and a supportive close-knit team with offices in Canberra and Sydney.

The role

As a member of the Narragunnawali team, you will provide support to schools and early learning services that are developing or implementing a Narragunnawali Reconciliation Action Plan (RAP).

With a strong customer service focus and attention to detail, you will undertake RAP review processes, respond to enquiries, and provide advice and support around RAP implementation. You will work closely with the Senior Officer, RAP Community.

About you

You thrive in a supportive team environment and are passionate about the vision of Reconciliation Australia. You are an effective communicator with the ability to deal with multiple stakeholders at all levels. You are highly organised, responsive and work collaboratively with your fellow team members, while juggling competing demands in a fast-paced environment.

We are committed to improving employment opportunities for Aboriginal and Torres Strait Islander peoples and welcome applications from all Australians, especially those of Aboriginal and Torres Strait Islander descent as your cultural and lived experience is central to the work we do.

Applicants for this position should have valid working rights for Australia.

Salary and other details



The salary range for this role is \$50,000 - \$70,000 + Superannuation, dependent on experience and qualifications, and is a fixed-term contract to 30 June 2022 with possibility of extension depending on funding.

How to apply

Email jobs@reconciliation.org.au your:

1. CV;
2. Covering Letter addressing:
 - a. the Selection Criteria set out in the Position Description below;
 - b. preferred location (Sydney or Canberra); and
 - c. Quoting ref: Officer RAP Community – Narragunnawali.
3. Completed RA Cover Sheet, see below.

POSITION DESCRIPTION

Job title	Officer, RAP Community, Narragunnawali
Reporting to	Senior Officer, RAP Community
Classification level	RA Level 3
Salary range	\$50,000 - \$70,000 per annum plus superannuation
Term	Full-Time Fixed-Term until 30 June 2022
Location	Canberra or Sydney – flexible working arrangements

ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

Reconciliation Australia's Narragunnawali: Reconciliation in Education is a program that supports all schools and early learning services in Australia to develop environments that foster a high level of knowledge and pride in Aboriginal and Torres Strait Islander histories, cultures and contributions.

The vision of Narragunnawali is underpinned by four strategic goals, which articulate the impact the program seeks to have on reconciliation in education:

1. Teachers and educators are able to promote reconciliation in the classroom
2. Schools and early learning services are able to promote reconciliation within their grounds
3. Schools and early learning services are able to effectively engage with local communities and organisations around reconciliation
4. Government and sectoral policy supports educators and education institutions to actively engage with reconciliation

POSITION PURPOSE

As a member of the Narragunnawali team, you will provide support to schools and early learning services that are developing or implementing a Narragunnawali Reconciliation Action Plan (RAP). With a strong customer service focus and attention to detail, you will undertake RAP review processes, respond to public enquiries, and provide advice and support around RAP implementation. You will work closely with the Senior Officer, RAP Community.

DUTIES

Review Narragunnawali RAPs	<ul style="list-style-type: none">• Provide timely and constructive feedback to schools and services that submit RAPs for review.• Support the successful implementation of RAPs by providing advice to schools and early learning services based on their reconciliation goals and engagement with the program.• Support broader team processes for reviewing Narragunnawali RAPs.• Actively engage Aboriginal and Torres Strait Islander organisations and stakeholders about the RAP development and implementation process.
Respond to public enquiries	<ul style="list-style-type: none">• Identify and respond to RAP Community enquiries in a proactive and customer focused way (via phone, email and LiveChat).• Support team processes for responding to enquiries from the RAP Community.
Deliver RAP Community Events	<ul style="list-style-type: none">• Under supervision of the Senior Officer RAP Community, design and deliver presentation and workshops to support schools and early learning services with RAPs.• Identify other opportunities to develop and deepen engagement within the Narragunnawali Community.
Contribute to Narragunnawali team and Reconciliation Australia more broadly	<ul style="list-style-type: none">• Represent Reconciliation Australia in public forums.• Field public enquiries and provide support to Narragunnawali community.• Keep up to date, and keep others informed, of the Narragunnawali core program areas and activities.• Maintain a high level of understanding of the reconciliation in education ecosystem and the wider education sector.• Identify opportunities for strategic collaboration within Narragunnawali team and across the organisation, and be open to collaborating with others.• Maintain effective records and accurate data.• Prepare internal reporting, correspondence and briefs as required.• Contribute to the strategic direction of the Narragunnawali program by initiating ideas for program development.• Contribute to broader RA projects.

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| | <ul style="list-style-type: none">• Undertake reasonable additional duties as directed by the General Manager, Narragunnawali. |
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SELECTION CRITERIA

Essential

- 1. Demonstrated understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues.**
- 2. Knowledge and/or experience with topics relevant to the development and implementation of Reconciliation Action Plans.**
- 3. Demonstrated understanding of Aboriginal and Torres Strait Islander content as per school and early learning frameworks; Australian Curriculum, Early Years Learning Framework, AITSL and ACECQA standards.**
- 4. Demonstrated ability to build and maintain strong relationships with a wide range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, Government, corporate and not-for-profit sectors.**
- 5. Demonstrated analytical and problem-solving skills.**
- 6. Proven time management and organisational skills to successfully meet deadlines in a fast-paced environment.**
- 7. Excellent written and oral communications skills, including the ability to present in public forums.**
- 8. Demonstrated interpersonal skills with an ability to work collaboratively in a team environment.**

Desirable

1. Knowledge of Narragunnawali curriculum or professional learning resources, and/or developing and implementing a Narragunnawali Reconciliation Action Plan (RAP).
2. Australian teaching qualification and/or experience in early learning, primary or secondary schools.
3. Working with Children/Vulnerable People Check or the ability to be eligible to acquire this.