

## Manager – Engagement and Grants, Community Truth-Telling Program

- Location: Sydney
- Annual salary \$110,000 - \$120,000 + Superannuation
- Flexible Working Environment

### **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.

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

### **The role**

Take on a critical leadership role within a new program in the emerging area of truth-telling. This is an exciting opportunity for a person with senior level experience in First Nations community engagement and/or grants programs.

This position will manage the Community Engagement and Grants Program within the Community Truth-telling Program. Reporting to the Senior Manager – Community Truth-telling Program, the role leads a team of three and works closely with Manager - Research and Development within the program.

### **Your responsibilities will include:**

- Identify and manage relationships with community stakeholders and Aboriginal and Torres Strait Islander organisations.
- Develop and manage a community engagement approach that delivers on program objectives.
- Develop and manage a grants program that delivers on program objectives.
- Effectively manage a small team and build a strong and effective team culture within it.

### **About you**



- Exceptional management and organisational skills including project and/or events management and financial management skills.
- Highly developed ability to communicate issues clearly and concisely in a culturally safe way.
- High level ability to work in a team environment and collaboratively with other teams across Reconciliation Australia.
- High level ability to design and deliver effective community engagement, research and development, and grants administration strategies.
- Manage and support development of the Community Engagement and Grants team.
- Engage, build and maintain effective relationships with Aboriginal and Torres Strait Islander leaders, individuals and organisations.

***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 \$110,000 - \$120,000 + superannuation, dependent on experience and qualifications, and is a fixed-term contract to 30 June 2023 with extension depending on fundin

### **How to apply**

Email [jobs@reconciliation.org.au](mailto: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: Engagement and Grants
3. Completed RA Cover Sheet, see below.

## POSITION DESCRIPTION

|                              |  |
|------------------------------|--|
| <b>Job title:</b>            | Manager - Community Engagement & Grants, Community Truth-telling Program |
| <b>Reporting to:</b>         | Senior Manager – Community Truth-telling Program                         |
| <b>Classification level:</b> | RA Level 5   |
| <b>Salary range:</b>         | \$110,000 - \$120,000 per annum plus superannuation                      |
| <b>Term:</b>                 | Full-Time Fixed-Term until 30 June 2026                                  |
| <b>Location:</b>             | Sydney (preferred, but potentially negotiable)                           |
| <b>Reviewed:</b>             | March 2022   |

### 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.

### POSITION PURPOSE

This position will manage the Community Engagement and Grants Program within the Community Truth-telling Program. Reporting to the Senior Manager – Community Truth-telling Program, the role leads a team of three and works closely with Manager - Research and Development within the program.

| <b>DUTIES</b>                            |  |
|--|--|
| Strategic Direction                      | <ul style="list-style-type: none"> <li>• Identify and manage relationships with community stakeholders and Aboriginal and Torres Strait Islander organisations.</li> <li>• Develop and manage a community engagement approach that delivers on program objectives.</li> <li>• Develop and manage a grants program that delivers on program objectives.</li> </ul>  |
| Project Management                       | <ul style="list-style-type: none"> <li>• Manage the community engagement and grants programs with effective program management systems and processes.</li> <li>• Prepare regular reports on grants and community engagement.</li> <li>• Effectively manage a small team and build a strong and effective team culture within it.</li> <li>• Work collaboratively with other areas of Reconciliation Australia, to effectively manage and deliver the Community Truth-telling program including to:</li> <li>• Support the development of, and implementation of a communications strategy;</li> <li>• collaborate with the Finance Manager to oversee and manage grants;</li> <li>• identify and manage risks;</li> <li>• develop grants criteria and approach.</li> </ul> |
| Leadership                               | <ul style="list-style-type: none"> <li>• Manage and support development of the Community Engagement and Grants team.</li> <li>• In the Senior Manager's absence, undertake an acting role as directed.</li> </ul>  |
| Stakeholder engagement and communication | <ul style="list-style-type: none"> <li>• Engage, build and maintain effective relationships with Aboriginal and Torres Strait Islander leaders, individuals and organisations.</li> </ul>  |
| Other                                    | <ul style="list-style-type: none"> <li>• Undertake other tasks as directed by the General Manager PRAGA.</li> </ul>  |

## **SELECTION CRITERIA**

### **Essential:**

1. Experience in developing and maintaining productive working relationships with a range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, local government, and civil society.
2. Extensive experience in supporting the development of, and implementing, effective Aboriginal and Torres Strait Islander community engagement strategies.
3. Strong ability to support the development of, and implement, a large grants program.
4. Experience in managing a large budget effectively and in accordance with organisational and funding body requirements.
5. Strong management and organisational skills including experience in managing complex programs, the implementation of an effective program cycle, and/or events management.
6. Highly developed ability to communicate issues clearly and concisely.
7. High level ability to work in a team environment and collaboratively with other teams across Reconciliation Australia, including the communications and finance teams.
8. Experience in effectively managing a small team.
9. Ability to take initiative and to prioritise work over a range of projects and meet deadlines.
10. High level written and oral communication skills including the ability to communicate issues clearly and concisely.
11. Deep understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.
12. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
13. Tertiary qualifications in a relevant discipline.

### **Desirable:**

14. Experience in truth-telling and or healing initiatives.

## Cover Sheet

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| <b>Position Title:</b> |
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| <b>Personal Details</b> |
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| Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other: Please Specify |
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| Surname: | Given Names: |
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| Email: |
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| Postal Address: |
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| Suburb: | State: | Postcode: |
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| Telephone: | Mobile: |
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| <b>Other Details</b> |
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| Do you wish to identify as an Aboriginal and/or Torres Strait Islander person? <b>Yes / No</b> |
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| Do you wish to identify as a person from a culturally and linguistically diverse background? <b>Yes / No</b> |
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| Are you an Australian citizen? <b>Yes / No</b> |
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|---|
| If No, do you have valid and current Australian working rights: <b>Yes / No</b> |
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| Have you previously attended an interview with Reconciliation Australia: <b>Yes / No</b> |
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| <b>Referee 1:</b><br><br>Name:<br>Title:<br>Working Relationship:<br>Length of Relationship:<br><u>Contact Details:</u><br>Phone:<br>Email: | <b>Referee 2:</b><br><br>Name:<br>Title:<br>Working Relationship:<br>Length of Relationship:<br><u>Contact Details:</u><br>Phone: Email: |
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| How did you hear about this vacancy? |
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