

POSITION DESCRIPTION

Job title:	Senior Officer – Stakeholder Engagement, Narragunnawali (Identified)
Reporting to	Manager – Strategy and Operations, Narragunnawali
Classification level:	RA level 4
Salary range:	\$80,000 - \$90,000 per annum plus superannuation
Term:	Full-time, fixed-term until 30 June 2024
Reviewed:	December 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.

Reconciliation Australia's **Narragunnawali: Reconciliation in Education** program provides resources and tools for schools and early learning services to actively contribute to the reconciliation movement. Through the Narragunnawali online platform, schools and early learning services can develop a Reconciliation Action Plan (RAP), and teachers and educators can access professional learning and curriculum resources to support the implementation of reconciliation initiatives.

Narragunnawali (pronounced narra-gunna-wally) is a word from the language of the Ngunnawal people, Traditional Owners of the land on which Reconciliation Australia's Canberra office is located. The word means alive, wellbeing, coming together and peace. We pay our respects and thank the United Ngunnawal Elders Council for giving us permission to use the word narragunnawali.

POSITION PURPOSE

The Senior Officer is responsible for the development and delivery of stakeholder engagement and communication activities that enhance and increase participation in the Narragunnawali program.

As well as proactively identifying new opportunities to improve engagement with the program, you will lead the delivery of key stakeholder activities, including newsletters and social media. You will also have the opportunity to support the delivery of the biennial Narragunnawali Awards; contribute to education sector conferences/events; support enhanced User experiences on the Narragunnawali online platform; and progress program marketing and cross-promotional partnerships.

This is an identified position. Knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander peoples is required.

DUTIES

Stakeholder engagement and communication	<ul style="list-style-type: none">• Manage Narragunnawali stakeholder communications activities (newsletters, EDMs, social media).• Support the delivery of Narragunnawali events (workshops, webinars, Learning Circles).• Coordinate Narragunnawali team presence at externally hosted conferences and workshops.• Identify opportunities to enhance and increase engagement with the Narragunnawali program (marketing, media and promotional partnerships).• Support the delivery of the biennial Narragunnawali Awards.• Support Narragunnawali platform content updates and digital development processes, to enhance User experience and engagement.• Work collaboratively with Reconciliation Australia's Communications and Engagement team to develop and implement a Narragunnawali Communications Strategy.
General	<ul style="list-style-type: none">• Represent Reconciliation Australia in public forums.• Field public enquiries and provide support to the Narragunnawali community.• Identify opportunities for strategic collaboration within Narragunnawali team and with other teams across Reconciliation Australia.• Prepare internal reporting, correspondence and briefs• Contribute to the strategic direction of the Narragunnawali program by initiating ideas for program development.
Other	<ul style="list-style-type: none">• Undertake other tasks or projects as directed.

SUCCESS CRITERIA

Essential:

1. You understand the importance and uniqueness of Aboriginal and Torres Strait Islander peoples, cultures, knowledges and experiences and can respectfully and effectively engage with Australia's First Nations peoples.
2. You bring strong stakeholder engagement skills, including the ability to produce content for a range of audiences. This includes successfully communicating with stakeholders and audiences through a variety of channels, and effectively shaping content for dissemination across print, digital and social media.
3. You have excellent interpersonal and oral communications skills, including the ability to deliver presentations/workshops and represent an organisation in public forums.
4. You are highly organised and accountable, and plan ahead to ensure delivery of program outcomes on time and to a high standard. This includes the ability to work well both independently, co-operatively in a team environment, and collaboratively with other units within an organisation.

5. You are an effective relationship builder, tailoring your approach and demonstrating your ability to develop and manage relationships with a wide range of stakeholders, to ensure effective program delivery. Stakeholders include Aboriginal and Torres Strait Islander people and organisations, and representatives across Government, corporate and not-for-profit sectors.

You will also already possess, or be eligible to acquire, a valid Working with Children Check.

Desirable:

1. Strong interest and experience in early learning, primary or secondary school settings, and understanding of the role of the education system in shaping a more just, equitable and reconciled Australia.
2. You understand the place of Aboriginal and Torres Strait Islander content as per school and early learning frameworks; Australian Curriculum, Early Years Learning Framework, AITSL and ACECQA standards.
3. Experience utilising Narragunnawali resources, and/or developing and implementing a Reconciliation Action Plan (RAP).