

POSITION DESCRIPTION

Job title:	Manager - Community Engagement, Community Truth-telling Pathways
Reporting to:	Senior Manager, Community Truth-telling Pathways
Classification level:	RA Level 5
Salary range:	\$110,000 - \$120,000 per annum plus superannuation
Location:	Sydney preferred (but potentially negotiable including hybrid working partially from home/Country and the office)

ORGANISATIONAL OVERVIEW

Reconciliation Australia (RA) 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 is developing **Community Truth Telling Pathways (CTTP)** that will advance a movement of truth-telling across Australia that is Aboriginal and Torres Strait Islander led, place-based and strengths focused. It will provide a foundation of employing truth to advance justice and social and emotional wellbeing and ensure that the wrongs of the past are never repeated.

The CTTP aims to provide an understanding of the importance of learning about the shared histories and support the development of a nationwide culture of truth-telling by strengthening relationships between all Australians and supporting the health and wellbeing of Aboriginal and Torres Strait Islander peoples.

POSITION PURPOSE

This position leads the community engagement within the CTTP by overseeing a clear community and stakeholder engagement strategy across the CTTP program.

Reporting to the Senior Manager, CTTP, this person will manage the Senior Officer – Grants, and Senior Officer – Community Engagement. Also working collaboratively with the Manager: Research and Development, CTTP RA Communications team and the RA Finance team to support delivery against the program objectives.

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

DUTIES	
Strategic Direction	<ul style="list-style-type: none"> • In collaboration with the CTTTP Senior Manager and Manager - Research and Development, CTTTP develop First Nations community and broader stakeholder engagement strategies. • Implement a community engagement framework that embeds culturally informed social and emotional wellbeing principles and centres healing to engage with communities undertaking, or considering undertaking, truth-telling initiatives (eg. National Strategic Framework for Aboriginal and Torres Strait Islander Peoples' Mental Health and Social and Emotional Wellbeing, or similar). • Collaborate with the Aboriginal and Torres Strait Islander Listening and Learning Reference Group and key external stakeholders in the design of community engagement, including the community engagement dimensions of the funding program processes. • Implement, in close collaboration with the Manager: Research and Development, the CTTTP Listening and Learning evaluation framework.
Project Management	<ul style="list-style-type: none"> • Work closely with the CTTTP Senior Manager to develop, implement and evaluate the CTTTP with effective program management systems and processes. • Prepare regular reports on the funding program and engagement work and support the Senior Manager, CTTTP to ensure timely whole of program reporting to the RA Board and funding body. • Maintain oversight of the funding program in close collaboration with the CTTTP: Senior Officer – Grants. • Collaborate with the CTTTP Senior Manager to design and deliver symposiums and other events. • Design and deliver webinars and workshops. • Design and manage the program communication systems with support from the Communications Team. • Establish and maintain a stakeholder learning network. • Work collaboratively with other areas of RA, to support and deliver the CTTTP including: <ul style="list-style-type: none"> - refinement and implementation of the communications strategy; - risk identification and management; - ensuring the program effectively supports the truth-telling dimensions of other programs in RA; and - development of culturally safe practices resources.
Leadership	<ul style="list-style-type: none"> • Manage, lead and support development of the Community Engagement and Funding Program team. • Work with the CTTTP Senior Manager to build a strong and effective team culture across the program.

	<ul style="list-style-type: none"> In the CTPP Senior Manager absence undertake an acting role as required.
Stakeholder engagement and communication	<ul style="list-style-type: none"> Engage, build and maintain effective relationships with Aboriginal and Torres Strait Islander leaders, individuals and organisations. Identify and manage relationships with key First Nations and non-Indigenous community stakeholders
Other	15. Undertake other tasks as directed by the General Manager - Policy, Research & Strategic Programs (PRaSP).

SELECTION CRITERIA

Essential:

1. Identify and be recognised in the community as an Aboriginal and/or Torres Strait Islander person.
2. Knowledge and appreciation of the cultural and social needs of Aboriginal and Torres Strait Islander people.
3. Deep understanding of healing and trauma-informed practice in an Aboriginal and Torres Strait Islander context.
4. Understanding of and ability to work in a culturally safe way with Aboriginal and Torres Strait Islander people and communities.
5. Experience mapping stakeholder networks and developing and maintaining strong working relationships with a range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, various levels of government and NGOs.
6. Extensive experience designing and delivering effective community engagement and grants administration strategies.
7. Strong management and organisational skills in complex programs, large budgets, implementation of an effective program cycle and/or events management.
8. Experience in designing and running community and online workshops, learning/yarning circles, and high-level meeting facilitation and conflict management skills.
9. Experience in leading, managing and developing high performing teams and ability to collaborate with cross-function teams.
10. Ability to take initiative, solve complex problems and prioritise work to defined timeframes.
11. Exceptional written and oral communication skills including ability to communicate clearly and concisely to a range of audiences.
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 or equivalent experience.

Desirable:

14. Experience in developing cultural practice and healing frameworks in an Aboriginal and Torres Strait Islander context.