

POSITION DESCRIPTION

Job title:	Senior Officer - Community Grants Community Truth-telling Pathways
Reporting to:	Manager – Community and Engagement Community Truth-telling Pathways
Classification level:	RA level 4
Salary range:	\$87,000 - \$97,000
Term:	Ongoing, Fixed Term Contract
Location:	Sydney preferred (but potentially negotiable including hybrid working partially from home/Country and the office)
Reviewed:	July 2024

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, action oriented and strengths focused. It will provide a foundation of employing truth to advance justice and social and emotional wellbeing.

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

The Senior Officer - Community Grants leads the development and implementation of an effective grants system, and associated IT requirements within the Community Truth-telling Pathways Program.

The role will also work closely with the Senior Communications Officer in the Communications team, and the Community Engagement team within the Community Truth-telling Pathways team to support the delivery of program objectives.

DUTIES

Strategic direction	<ul style="list-style-type: none"> • Drive the implementation, training and embedding of the new grants platform into our IT systems, including our website. • Investigate and drive alignment between grants system, Salesforce and other existing internal systems. • Identify and manage external consultants to support our grants system development. • Develop protocols, evaluation, and reporting systems to effectively run the grants program.
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DUTIES	
	<ul style="list-style-type: none"> Align grants implementation with the CTTTP strategic direction, working closely with the Senior Officer - Community and Engagement. Developing grant application and acquittal processes collaboratively with the community, in response to their needs.
Program support	<ul style="list-style-type: none"> Support the Manager - Community and Engagement, and the Senior Manager, CTTTP in the development, implementation and evaluation of the Community Truth-telling Program with effective program management systems and processes. Effectively identify, report and support the management of risks associated with the grants program. Work in a small team and build a strong and effective team culture within it. Work collaboratively with other areas of Reconciliation Australia, particularly: <ul style="list-style-type: none"> Finance Team Communications team Support the development of culturally safe practices within the program. Work with funded communities to problem solve any issues with grants.
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. Engage with Aboriginal and Torres Strait Islander communities to co-design and improve on CTTTP's funding processes throughout the program.
Other	<ul style="list-style-type: none"> Undertake other tasks as directed by the General Manager PRASP or Senior Manager, CTTTP.

SUCCESS CRITERIA
<p>Essential:</p> <ol style="list-style-type: none"> You understand the importance and uniqueness of Aboriginal and Torres Strait Islander peoples, their cultures, knowledges and experiences and have a strong track record of respectfully and effectively working with Australia's First Nations peoples. You have proven experience in developing and implementing grants programs responsive to the communities they are intended to serve, including the development of systems and related operating procedures. You are familiar with databases and grants system. You work effectively across teams, identifying and working with key stakeholders and subject matter experts to successfully implement and manage a grants program. You know and understand Australia's history and its impact on Aboriginal and Torres Strait Islander peoples, cultural practices and knowledges. You have experience in and/or an understanding of truth-telling within the Australian context and how it can advance a reconciled nation. You have excellent communication skills, from the ability to present, negotiate and engage with stakeholders, to the proven ability to distil complex issues into concise and coherent communication materials, including correspondence.

8. You achieve results through collaboration and work effectively as part of a team or across your organisation to deliver priorities for the organisation.
9. You bring a commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.

Desirable:

1. Relevant qualifications or equivalent work experience including in policy, program management, IT, grants management and administration.
2. Experience in engaging with Aboriginal and Torres Strait Islander communities.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.