

POSITION DESCRIPTION

Job title:	Senior Officer – Community Engagement Community Truth-telling Pathways
Reporting to:	Manager – Community Engagement, Community Truth-telling Pathways
Classification level:	RA level 4
Salary range:	\$87,000 – \$97,000
Term:	Full-time, ongoing
Location:	Sydney (preferred, but potentially negotiable)
Reviewed:	October 2024

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 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 program aims to provide an understanding of the importance of learning about our 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 Engagement** supports the community engagement strategy across the Community Truth-telling Pathways program.

The role will report to the Manager, Community Engagement, and will work closely with the Senior Communications Officer in the Communications team and the CTTP Research and Development team to support the delivery of program objectives.

DUTIES	
Strategic direction	<ul style="list-style-type: none"> • Maintain strong working relationships with communities and external partners • Support the design and implementation of community engagement so that it is conducted through a trauma informed and health and wellbeing lens. • Support the delivery of Community Truth-telling Pathways objectives. • Support the development of community resources to support truth-telling, community wellbeing and safety. • Forge and maintain respectful relationships with stakeholders. • Evaluate key deliverables and community engagement initiatives
Program support	<ul style="list-style-type: none"> • Support the Manager, Community Engagement and Senior Manager within the Community Truth-telling Pathways program in the development, implementation and evaluation of the program with effective program management systems and processes. • Support the development of relationships and effective communications with program partners • Prepare regular reports, take notes and write up community engagement activities. • Work in a small team and build a strong and effective team culture within it. • Play a lead role in the development of a health and wellbeing resources • Work collaboratively with other areas of Reconciliation Australia, to support and deliver the Community Truth-telling Pathways program including to: <ul style="list-style-type: none"> ○ Support the development of a communications strategy ○ Support the development of community resources • Design and deliver online and face-to-face workshops. • Provide face-to-face, online and phone assistance to community members engaging with the program.
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, build and maintain effective relationships with other key stakeholders for the program
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager.

SUCCESS CRITERIA

Essential:

1. You have demonstrated understanding and awareness of the issues affecting Aboriginal and Torres Strait Islander peoples, including the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples
2. 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.
3. You excel at developing and enhancing relationships with diverse stakeholders to achieve program or project objectives, including communities and organisations, local government, and civil society.
4. You have a strong understanding and/or experience in Aboriginal and Torres Strait Islander cultural safety and trauma informed approaches.
5. You know and understand Australia's history and its impact on Aboriginal and Torres Strait Islander peoples, cultural practices and knowledges.
6. You have experience in and/or an understanding of truth-telling internationally and within the Australian context, and how these activities can contribute to a reconciled nation.
7. You have excellent communication skills, from the ability to present, negotiate and engage with stakeholders, to the proven ability to produce targeted and effective products that clearly communicate complex topics.
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 may include those in health, healing, First Nations studies, communications, Social Sciences, Social Work, Stakeholder Engagement, Policy – among others.
2. Experience in communications roles, particularly around research, resource and collateral development.

Aboriginal and Torres Strait Islander Peoples are strongly encouraged to apply