



FIRST PEOPLES'
ASSEMBLY OF
VICTORIA



POSITION DESCRIPTION

ENGAGEMENT PROJECT OFFICER

(METRO & REGIONAL ROLES)

The First Peoples' Assembly of Victoria (the Assembly) is the voice of Aboriginal people in Victoria in the next stage of the Treaty process. It is made up of Victorian Traditional Owners, elected by Aboriginal Communities, for Aboriginal Communities, to advance their rights, interests and benefits.

The Assembly works with the State to establish Treaty processes that recognise the sovereignty of the First Peoples of Victoria, support self-determination, and realise human rights, to make Victoria stronger for everyone.

These roles are responsible for engaging with local Aboriginal Communities, individuals and organisations in order to educate them on the Treaty process and make sure their voice is heard.

These are Aboriginal and/or Torres Strait Islander Designated Positions, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

Position title: Engagement Project Officer

Reports to: Community Engagement Manager

Salary & term:

- Ongoing, subject to continued funding
- Salary of \$85,000 - \$97,000 per annum (full-time equivalent) plus superannuation, based on experience and expertise of the candidate.
- We also offer an attractive salary packaging option (which can add up to \$15,900 in tax-free pay per year)

Key Duties:

- Plan and organise community-based events to build relationships
- The promotion of enrolment and encouraging Community to join the electoral roll.
- Being a sounding board and listening to the feedback from Aboriginal Community.
- Returning the feedback received to the Assembly.

Skills and experience required:

- Comprehensive knowledge of Victorian Aboriginal Communities
- Experience working with Victorian Aboriginal Communities
- Ability to communicate with a wide range of audiences
- Strong influencing skills
- Working to challenging deadlines and following a plan
- Being well organised
- A collaborative and respectful approach
- Being a creative problem solver
- Familiarity with the MS Office suite

Key Selection Criteria:

- 1. Demonstrated capacity to succeed in the Aboriginal community controlled sector.**
Ability to navigate Community politics and manage competing priorities in an Aboriginal organisation.
- 2. Demonstrated capacity for success in a complex and contested environment**
Willing and able to be responsible for the promotion of the Assembly and maintain focus on the primary goal of achieving Treaties in a way that best furthers the advancement of Aboriginal Victorians.
- 3. Demonstrated capacity for achieving results through others**
Willing and able to collect and share ideas and information, collaborate with others within the Assembly including the board, members, and staff who play a critical role in achieving Treaties.
- 4. Demonstrated capacity to manage and develop self.**
Willing and able to manage own development, gain new knowledge and skills, and act with flexibility and perseverance in the face of adversity without sacrificing their own well-being or that of others in the organisation.
- 5. Demonstrated capacity to achieve the highest standards of integrity**
Willing and able to behave in a way that supports the achievement of the Assembly values and builds the reputation of the Assembly.

Technical Skills:

- MS Office proficiency

Locations:

There are multiple roles available across the State with the ability to work from home.

- 1 role in the metro area, located in Collingwood office or with a hybrid office/working from home arrangement.
- 2 roles in the south east region, located in Sale, Moreland or Bairnsdale.

Contact:

For more information about this role, please contact Amy Rust on 0423 012 619 or amy@firstpeoplesvic.org.au

Applications:

To apply for this role, please email engagement@firstpeoplesvic.org with a single PDF file containing:

1. A cover letter no longer than two pages explaining why you want the role and why you'd be a good fit, touching on the key selection criteria
2. Your CV

Applications close

5pm Friday 18 November 2022