



## Position Description

<b>Position Title:</b>	<b>Project Officer</b>
Reporting to:	Chief Executive Officer
Base location:	Redfern with flexibility to work remotely or on site as agreed
Status:	Permanent part time, 14--28 hrs per week, by negotiation
Period:	Contract to June 2024, with potential for extension subject to funding and performance
Classification:	Social, Community, Home Care and Disability Services Industry Award (pro rata based on number of hours)
Last updated:	December 2023

### About NSW Reconciliation

Established in 1997, NSW Reconciliation is the peak non-profit organisation working to support, educate and inspire the people of NSW to engage in reconciliation.

Our members include First Nations and non-Indigenous people and organisations working together to advance reconciliation in their communities. Through our board, our members, Local Reconciliation Groups, volunteers, and partners, our programs and public events work to lead educate and inspire the people of NSW to create a more reconciled, just and equitable community for Aboriginal and Torres Strait Islander peoples and other Australians in NSW.

### Our Purpose

We advance reconciliation in NSW by promoting equitable and just communities that acknowledge and respect Aboriginal and Torres Strait Islander peoples, cultures and values.

### Acknowledgement

Reconciliation NSW acknowledges the traditional owners of the country throughout NSW and recognises their continuing connection to land, waters and community. We pay respect to them and their cultures; and to their elders both past and present. We respect Aboriginal peoples as the First peoples and custodians of NSW.

### Position Summary

Our Project Officer (Education) contributes to the success of Reconciliation NSW primarily by supporting and implementing the Narragunnawali Program, Schools Reconciliation Challenge, and Pathways to Reconciliation program. As a valued member of a small team, the Education Project Officer will exercise initiative and judgment to also perform duties that are not specifically detailed in this position description to help us achieve our organisational purpose, in particular by helping to educate allies and amplify the voices of First Peoples and organisations. **Key Responsibilities**

- Helping to ensure a coordinated approach and sector wide commitment to reconciliation



# Reconciliation NSW

- Promoting the Narragunnawali Reconciliation in Education Program, enabling educators to foster pride in Aboriginal and Torres Strait Islander histories, cultures and contributions
- Designing and co-presenting materials at online and face to face forums
- Building and enhancing strong relationships with NSW education bodies and other key stakeholders and community contacts
- Preparing and contributing to written reports, submissions, budgets, grants and other papers
- Acting as a role model and advocate for reconciliation, demonstrating behaviours in line with our purpose and role as a highly visible non-profit organisation
- Participating in an inclusive, supportive and safe working environment including complying with all organisational policies and participating in training as required
- Identifying and contributing to opportunities to continually improve the performance and reputation of Reconciliation NSW
- Contributing to our broader work and programs as directed including providing support for the Board of Directors as appropriate from time to time
- Supervising junior employees and volunteers as required
- Must be willing to undertake a Working with Children & Federal Police Criminal Check

## Skills, Qualifications and Experience

- Understanding of education in NSW, ideally from personal involvement in the sector
- Knowledge of the historical and contemporary matters concerning Aboriginal and Torres Strait Islander people of and in NSW
- Experience or ability to acquire experience in reconciliation or other Aboriginal and Torres Strait Islander-related projects, programs or curriculum
- Demonstrated initiative and preparedness to undertake hands-on duties
- Positivity and flexibility to learn fast, solve issues and contribute as part of a small team
- Strong written communication skills and ability to prepare draft reports in English
- Well-developed interpersonal, group facilitation and presentation skills
- Strong organisational skills to plan events, deliver projects and meet deadlines
- Advanced relationship management skills, empathy and cultural intelligence
- Technologically savvy, ideally proficient in MS365 with willingness to learn new software including Hubspot, WordPress, Zoom and other applications.
- Commitment to our purpose and genuine passion for effecting positive change
- **Aboriginal and Torres Strait Islander Peoples are strongly encouraged**