



Position Description

Position Title:	Education Program Coordinator
Reporting to:	Chief Executive Officer
Base location:	Redfern with flexibility to work remotely on a regular basis
Status:	Permanent part time or full time – from 21 to 36 hours per week, negotiable
Period:	Contract to 30 June 2027, 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:	April 2024

About Reconciliation NSW

Since 1997, Reconciliation NSW has been the peak body for advancing reconciliation in NSW. We work with our board, Local Reconciliation Groups, volunteers, partners and members, made up of First Nations and non-Indigenous people and organisations to advance reconciliation in communities. We do this by:

- Improving the NSW public's understanding of Aboriginal and Torres Strait Islanders' cultures, heritage and unique place as first peoples of this land
- Building state-wide cultural awareness of Aboriginal and Torres Strait Islander cultures, histories and perspectives
- Improving race relations and understanding between Indigenous and non-Indigenous peoples, and
- Advocating for systemic change to improve rights, equity and justice for Aboriginal and Torres Strait Islander peoples.

Our Purpose

We lead, educate and inspire the people of NSW to engage in reconciliation. We aim to create a more reconciled, just and equitable community for Aboriginal and Torres Strait Islander peoples and other Australians.

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

As our Education Program Coordinator, you'll play a crucial role in promoting and implementing Reconciliation NSW education initiatives. This includes supporting educators, developing learning resources, and facilitating workshops, events, and webinars. As a valued



Reconciliation NSW

member of our small team, you'll also contribute to projects aimed at educating allies and amplifying the voices and rights of First Peoples and organizations. This role is an opportunity to align your personal passion and commitment for Reconciliation with your profession.

Key Responsibilities

- Champion reconciliation in education through sector-wide coordination and commitment, including promoting and implementing Reconciliation NSW education programs, events and initiatives
- Develop, market, and deliver education and anti-racism materials via online and face-to-face forums
- Cultivate relationships with NSW education bodies, stakeholders, and community contacts to advance reconciliation goals
- Produce written content such as factsheets, lessons, reports, and contribute to team budgets, submissions and board papers, while embodying reconciliation values.
- Drive continuous improvement and support broader organizational objectives while working independently within a team environment

Skills, Qualifications and Experience

- Tertiary qualifications in education or relevant experience in program coordination.
- Knowledge of historical and contemporary issues affecting Aboriginal and Torres Strait Islander communities in NSW.
- Experience or readiness to engage in reconciliation and anti-racism initiatives involving Indigenous peoples.
- A positive and proactive approach, with strong communication & presentation skills using software applications, and work effectively in a small team.
- Willingness to undergo Working with Children & Federal Police Criminal Check.

Aboriginal and Torres Strait Islander Peoples are strongly encouraged to apply