



Position Description

Position Title:	Project and Partnership Officer
Reporting to:	Chief Executive Officer
Base location:	Sydney CBD and WFH
Status:	Full time 38 hours a week / Part Time consideration
Period:	12 Month contract, potential for extension subject to funding and performance
Classification:	Social, Community, Home Care and Disability Services Industry Award \$85,000
Last updated:	September 2024

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 aim to support, 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.

We are a small team supported by a fantastic board. We are busy as the work we do is gaining recognition as more community groups, schools and corporates seek to engage with our work to better educate their staff, students & members. Our team works closely and are hands on with many of the programs we run. The culture is supportive, inclusive, and flexible and we like to have fun at work.

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.

Position Summary

This key role is responsible for the successful implementation of important programs aimed at helping educate allies and amplify the voices of First Peoples and organisations and spending time working with our key stakeholders to build strong relationships and facilitating key partnerships across government, corporates, our Local community groups and membership base.

- This is a critical role in a small team.
- The successful applicant needs to be confident in exercising initiative and judgment, be able to work independently of others, and within a small team environment.
- As with most small organisations you need to be willing to perform other duties that are not specifically detailed in this position description.

The duties outlined in the Position Description may be changed throughout the course of employment to meet organisational requirements, as communicated by the Chief Executive Officer.



Reconciliation NSW

- Reconciliation NSW enjoys a high level of recognition, as such all-team members must demonstrate behaviours in line with our purpose and role as a highly visible non-profit organisation
- This role would suit a self-motivated team player.

Key Responsibilities

- Meeting our contractual obligations to funding providers and corporate sponsors by delivering programs, projects and events to foster pride in Aboriginal and Torres Strait Islander histories, culture and contributions.
- Working closely with key stakeholders within Reconciliation Australia to ensure content of programs reflects their strategy and voice.
- Designing and co-presenting materials at forums (online and face to face).
- Building and enhancing strong relationships across NSW, other key stakeholders and community contacts.
- Preparing and contributing to written reports, submissions, project budgets and other papers.
- Identify opportunities to collaborate with new organisations across NSW to build diversity into the funding model.
- Seek feedback from partner organisations to identify opportunities to collaborate and 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 & assisting junior employees and volunteers as required.
- Identify new and exciting ways to enhance the membership experience to gain commitment and support for long term sustainability.
- Participating in an inclusive, supportive and safe working environment including complying with all organisational policies and participating in training as required
- Ability to work with online platforms to manage and understand the membership base.

Skills, Qualifications and Experience

- Initiative and a strong work ethic.
- Demonstrated ability to communicate with or manage people using both informal and formal leadership skills.
- Demonstrated experience in managing projects, delivering and within deadlines & budget.
- Excellent communication and interpersonal skills presenting information in a clear and accessible manner.
- Demonstrated ability to work collaboratively with diverse stakeholders, including government, corporates, local community groups and our membership base



Reconciliation NSW

- Knowledge of the historical and contemporary matters impacting Aboriginal and Torres Strait Islander people, specifically those in NSW.
- Experience with, or interest in learning more about Aboriginal and Torres Strait Islander culture and issues that impact their communities and why reconciliation is a priority of our organisation.
- 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 a high standard of English.
- Well-developed interpersonal, group facilitation and presentation skills.
- Confidence, ability to interact at all levels.
- Strong organisational skills to plan events and meet deadlines whilst managing expectations with clear communications.
- Advanced relationship management skills, empathy and cultural intelligence.
- Technologically savvy, ideally proficient in MS365 with willingness to learn new software including Mail Chimp, WordPress, Zoom and other applications.
- Commitment to our purpose and genuine passion for effecting positive change
- An understanding of education in NSW, ideally from personal involvement in the sector would be ideal, but not mandatory.
- Some travel to community-based events may be required in this role.

Benefits

- Flexible, hybrid work environment

To Apply

To apply for this position, please upload Cover letter and CV via ethical jobs website.

This position is not identified; however, we strongly encourage Aboriginal or Torres Strait Islander candidates to apply.

Successful applicant will need to undertake a Working with Children & Federal Police Criminal Check

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.

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