



## **POSITION DESCRIPTION**

### **Position Title: Regional Engagement Coordinator**

Part time (20+ hours per week), commencing from 9<sup>th</sup> July 2018 for a fixed-term position until 30<sup>th</sup> June 2019 with possible extensions and terms of engagement to be negotiated.

#### **Identified Position**

To perform this role, it is essential that the person appointed to the position be an Aboriginal and/or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the Anti-Discrimination Act 1991 that applicants are Aboriginal and/or Torres Strait Islanders.

#### **Reconciliation Queensland Incorporated**

Reconciliation Queensland Incorporated (RQI) is the peak Queensland community-based body for promoting and forwarding the message of reconciliation in Queensland.

The Management Committee is comprised of RQI financial members including those nominated by local reconciliation groups and individuals from the broader community who wish to play an active role to further the goals of reconciliation.

As a peak body, RQI supports a network of regional reconciliation forums and local community-based reconciliation groups throughout the State which run local activities and events to promote reconciliation in their communities.

RQI receives some in-kind support and funding grants from the Queensland State Government, the Federal Government and other private grant providers to support this role and its diverse range of activities.

While RQI is headquartered in Brisbane it maintains members throughout Queensland with active Management Committee representatives in regional centres including those in Far North, North, Central, Western and South East Queensland. An important strategic aim of RQI is the development and support of Regional Reconciliation Forums and more local reconciliation groups throughout the State.

Formally, RQI has an Executive, comprised of an Aboriginal and/or Torres Strait Islander Co-Chair, a Non-Indigenous Co-Chair, Treasurer and Secretary. The Management Committee meets monthly to review and set direction for the organization.

RQI is a member of the national Australian Reconciliation Network and maintains regular contact with peak reconciliation bodies in other states and territories. RQI also supports and works closely with organizations that have or are developing Reconciliation Action Plans.



RQI has a formal Service Agreement with the Queensland Government through the Department of Aboriginal and Torres Strait Islander Partnerships to coordinate activities in Queensland by:

- Working with strategic partner organisations to expand reconciliation throughout Queensland and raising public awareness of the principles of reconciliation.
- Raising awareness through media, including social media, about reconciliation and related activities.
- Supporting and developing Queensland networks (including local reconciliation groups, local governments, business and not-for-profit organisations, faith-based communities) to raise awareness of reconciliation through their existing activities.

## **Duty Statement**

### **Primary Role**

The role of Regional Engagement Coordinator focuses on coordinating and reporting on a range of activities needed to expand, develop and support reconciliation in Queensland, in accordance with the RQI Strategic Plan.

The primary responsibilities of the successful applicant are to support the formation of a Queensland Reconciliation Coalition of key stakeholder groups across all sectors and regional reference groups that will deliver a series of reconciliation forums to encourage the expansion of local reconciliation groups and other networks during the next 2 years. The Regional Engagement Coordinator will also assist in the planning and subsequent delivery of major regionally based reconciliation related activities and provide timely reports on the progress of the QRC and regional activities in accordance with the reporting requirements of the DATSIP/RQI Service Agreement.

Subject to performance outcomes and ongoing funding, the term of this role may be extended.

### **Role**

Beyond the primary role, this position will have a broader role which includes but is not limited to the following items.

- Embedding an effective state-wide network of Regional Reconciliation Forums to help key community, government and private sector stakeholder groups coordinate, plan and support the promotion and implementation of local activities across the five dimensions of reconciliation.

This will be achieved by working through RQI's existing networks of local reconciliation groups, Local Governments and Aboriginal and Torres Strait Islander community organisations, as well as fostering relationships with other groups and networks such as Queensland based Reconciliation Action Plan (RAP) partners.

- Work closely with key contacts from the Australian Reconciliation Network, Reconciliation Australia and members of RQI's networks to support coordination of Queensland activities.

**Undertake duties and tasks as directed by the Co-Chairs and approved by the Management Committee, including:**

1. Managing the day to day implementation aspects of the Queensland reconciliation objective, as per the Reconciliation Queensland Inc. Management Committee's Service Agreement with the Department of Aboriginal and Torres Strait Islander Partnerships including:

- a) Establishing small (4 - 6 person) REGIONAL REFERENCE GROUPS in Cairns, Townsville, Mackay, Rockhampton, Mount Isa, the Torres Strait region and Brisbane. The primary objective of these Groups will be the delivery of at least one regional reconciliation forums each year to promote and coordinate local reconciliation activities in support of the five dimensions of reconciliation.

*(As resources permit it is planned to also establish similar groups in other major population areas including Coral Coast, Fraser Coast, Sunshine Coast, Gold Coast, Ipswich City, Logan City, Redland Bay, Moreton Bay, Darling Downs and other areas).*

- b) Organizing meetings with key stakeholders in each region to promote membership and secure support for a Queensland Reconciliation Coalition whose purpose will be to assist and support Reconciliation Queensland where appropriate with its investigation, oversight and delivery as the State's peak reconciliation body of significant reconciliation programs, events and activities across sectors and regions within the State.

*Once formed a key function of the Queensland Reconciliation Coalition will be to also consider the contribution and impact these programs and activities make across the five key dimensions of reconciliation as outlined in Reconciliation Australia's national "State of Reconciliation in Australia" report.*

*Significant programs and activities that may be considered for further investigation include:*

- *An annual state-wide annual conference for all sectors to jointly promote and discuss progress with reconciliation in Queensland;*
  - *A funded multi-media campaign to regularly promote reconciliation activities as well as the annual NRW theme and key events online and during high profile state-wide/regional public events (i.e. festivals, major shows, sporting and other events);*
  - *A partnership program with established funding institutions to provide funding to support an annual grants funding program for assisting regionally based organisations to deliver significant dedicated reconciliation events such as multiple place-based events focussed on truth telling in respect of local shared histories;*
  - *Partnership opportunities for conducting major fundraising events annually to support the ongoing work of Reconciliation Queensland, its volunteers and local reconciliation groups across the state; and*
  - *Conducting a high profile state-wide media event each year to launch National Reconciliation Week for Queensland.*
- c) Organizing and conducting a series of regional/community based public information forums, such as the *Yarnin Together* Forums, in major centres across Queensland.

- d) Organizing and conducting information workshops about reconciliation.
  - e) Supplying reconciliation materials and resources to Reconciliation Reference Groups and community organisations.
  - f) Major Events planning.
  - g) Conducting promotional campaigns to encourage current or prospective Queensland based organisations with a Reconciliation Action Plan to include specific action/s to support local/regional reconciliation activities.
2. Overseeing work programs and activities of volunteers and staff allocated to reconciliation projects to provide support to the network of local reconciliation groups (LRGs) to ensure:
    - a) ongoing and timely communications with LRGs and their Conveners in relation to news, events and support for reconciliation activities;
    - b) strategic planning for reconciliation activities to be included in other major events;
    - c) coordination and reporting of reconciliation activities in conjunction with RQI events, forums and meetings;
    - d) consultation with the ARN and other peak reconciliation bodies including ANTaR Queensland to coordinate support of the network;
    - e) consultation with LRGs about network support matters e.g. Forum agendas
  3. Provision of timely and accurate reports to the RQI Co-Chairs in accordance with the reporting requirements specified in the DATSIP/RQI Service Agreement.
  4. Accurate, progressive completion of time sheets (either electronic or hard copy as agreed with management) for self and ensuring any other workers under the Coordinator's responsibility also complete time sheets.
  5. Retention or collection of relevant financial data for completion of grant acquittals in conjunction with the RQI Treasurer.

## **Selection Criteria**

1. Demonstrated co-ordination and project management skills.
2. Demonstrated ability to work independently and meet tight deadlines with minimal support or supervision.
3. Demonstrated ability to work in a small team environment.
4. Demonstrated commitment to Reconciliation and understanding of background and issues.
5. Good communication skills with a demonstrated ability to work respectfully and collaboratively with all team members towards shared goals.
6. Demonstrated campaigning/media skills.
7. Effective communication skills with diverse stakeholder groups, both verbally and in writing.
8. Demonstrated ability to prepare written reports.

9. Demonstrated ability to prepare basic acquittal information and documents.

### **Other Requirements:**

1. Current 'C' class license is essential.
2. Experience with Microsoft Office programs including Outlook, Word, PowerPoint, & Excel.
3. An Australian Business Number if available.
4. As required assist with office administration, activity reporting and maintaining weekly times sheets.

### **Reporting**

The Regional Engagement Coordinator will independently manage their time when responding to work demands and report directly to the RQI Co-Chairs unless otherwise directed. They will also prepare and present updated reports on their work activities and specific projects to the Reconciliation Queensland Inc. Management Committee at their monthly meetings.

### **Location**

This position will be based in Brisbane and may require work outside normal office hours (7am-6pm) to meet the demands of the position. Limited access to Time in Lieu may be available by prior arrangement with the RQI Co-Chairs.

Intrastate travel to regional centres to assist with project activities may also be a requirement of this position.

At all other times the contracted person will operate from the Reconciliation Queensland Inc. Office located on Level 18, 111 George Street, BRISBANE CITY, QLD 4001

### **Closing date for applications: 22nd June 2018**

*Application letters should be limited to 2 pages and focus on your capacity to meet the key selection and other criteria for the position. Also attach a copy of your current resume including relevant work or other experience, education, skills and other qualifications and the contact details of two professional/work referees.*

***Applications and supporting information should be emailed/mailed to:***

#### **Co-Chair**

Reconciliation Queensland Inc.

**Email address:** [co-chair@rqi.org.au](mailto:co-chair@rqi.org.au)

**Postal address:** PO Box 15102, CITY EAST QLD 4002, Brisbane CBD

***For more information contact: 0427 220 132***