



Regional Engagement Coordinator

Part time (20+ hours per week), commencing 2nd July 2018 for a fixed-term position until 30th June 2019. Subject to performance outcomes the terms of this role may be extended.

Primary Role

The role of Regional Engagement Coordinator focuses on coordinating 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.

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

Selection Criterion

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.

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. 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

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.

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

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

For more information contact: 0427 220 132