



Position Description

Position Title:	Project Officer - (Education Focus)
Reporting to:	Chief Executive Officer
Base location:	Brisbane CBD Office with flexibility to work remotely or on site as agreed
Status:	Permanent part time
Period:	12-month contract (3 month probation period)
Last updated:	December 2022

About Queensland Reconciliation

Established in 2000, Reconciliation Queensland is the peak non-profit organisation working to support, educate and inspire the people of QLD 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 support, educate and inspire the people of QLD to create a more reconciled, just and equitable community for Aboriginal and Torres Strait Islander peoples and other Australians in QLD.

Our Purpose

To seek reconciliation through:

- Understanding and accepting the history of our shared experience between First Nations people and the wider community
- Respecting our First Nations peoples' cultures and identity
- Recognising that past injustice continues to give rise to present injustices for First Australians
- Identifying what needs to be done and making changes within Australian society
- Revaluing our citizenship to live together with unity and harmony.

Acknowledgement

Reconciliation QLD acknowledges the traditional owners of the country throughout QLD 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.

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.

Position Summary

Our Project Officer contributes to the success of Reconciliation QLD primarily by supporting and implementing the Narragunnawali Program. As a valued member of a small team, the Project Officer will exercise initiative and judgment to also perform duties that are not specifically detailed in this position description in order 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
- 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 QLD education bodies and other key stakeholders and community contacts
- Preparing and contributing to written reports, submissions, budgets, 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 Queensland.
- 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

- To perform this role, it is essential that the incumbent is an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the Anti-Discrimination Act 1991.
- Understanding of education in QLD, ideally from personal involvement in the sector
- Knowledge of the historical and contemporary matters concerning Aboriginal and Torres Strait Islander people of and in QLD
- 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
- Current driver's license and own vehicle.
- 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.
- 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 Mail Chimp, WordPress, Zoom and other applications.
- Commitment to our purpose and genuine passion for effecting positive change