



Overview:

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| Role: | Program Coordinator |
| Team: | Stolen Generations Council |
| Hours: | Full time (35 hours/week) |
| Location: | 21 Carrington Road Marrickville NSW 2204 |
| Contract Type: | Fixed Term until 30 June 2021 with the possibility of extension |
| Salary: | \$76,297.00 |

About Stolen Generations Council NSW.ACT

Our mission: is to direct accessible support services and culturally suitable counselling choices to members of the Stolen Generations and their families.

Our Aims:

- To assist Aboriginal communities in their goal of achieving self determination
- To assist Aboriginal organisations to provide quality services for Aboriginal members of the Stolen Generations
- To provide support, information and networking opportunities for Aboriginal members of the Stolen Generations
- To inform Government departments, key organisations and other agencies on issues affecting the members of the Stolen Generations
- To advocate on issues of concern included in the broader aims and objectives to Aboriginal members of the Stolen Generations and their descendants, including financial and other reparations

About the Role

Reporting to the SGC Executive Officer and working within the Program and Services team, the Program Officer is responsible for implementing a range of activities which link service supports to the needs of Stolen Generation survivors, their families and descendants.

Role key accountabilities – you will be an integral member of the programs and services team to deliver:

- Work with survivors, their families and descendants to identify key areas of need and coordinate referrals to service providers, and coordinate engagement with relevant community members, to address key needs.





- Support the facilitation of referrals, through developing a community network of organisations in the relevant local area that are supported and informed to be able to work positively with survivors.
- As required, work with local communities and relevant organisations to embed knowledge of the impacts of the Stolen Generations, including support with relevant policies and procedures.
- Coordinate activities relevant to the promotion and awareness raising of SGOs and the impacts on Stolen Generation survivors and their families in the local community.

As the Program Officer your role will specifically:

- Coordinate a range of events to support members in accordance with the Council's Business and annual Service Plan; this may include arranging venues, accommodation, travel, guest speakers, and counsellors
- Work with the SGC Executive Officer to identify and apply for external funding and/or grant programs that may be used to improve outcomes for Stolen Generation members and their families
- Support the office operations, including responding to face to face, telephone and written enquiries. Referring unresolved matters to the SGC Executive Officer promptly and courteously
- Provide timely advice and information to the SGC Executive Officer regarding the status of projects and any issues requiring a decision by the Board
- Work collaboratively with the Auspice partner, adhering to policies, procedures and values of both the Auspice partner and the Stolen Generation Council
- Prepare letters, submissions, data, reports and requested correspondence for and on behalf of the Board
- Actively adhere to and contribute to safe work practices and support a culturally safe workplace environment for staff, members, families and visitors.

Your key capabilities

Individual leadership:

- *Improving performance* – Works with others and offers suggestions to find ways of doing the job more effectively
- *Owning the job* – Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can do" attitude to levels of excellence
- *Perseverance* – Remains committed to completing the job in the face of obstacles and barriers
- *Timeliness of Work* – Sets achievable timeframes and works to complete projects, task and duties on time.

Qualifications & Experience:

This role will require three or more years' experience in your field of expertise. You will have excellent written and verbal communication skills, be organised, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your capacity of programs officer. It is expected that you will be





developing good skills at navigating a complex and sensitive need, forging respectful relationships, and managing through influence rather than direct authority as required.

Selection Criteria

Essential:

- Aboriginality
- At least three (3) years' experience in an Aboriginal program or project role where the coordination of multiple tasks and stakeholders is demonstrated
- Understanding of the roles of Boards in the management of NGO
- Demonstrated experience in the development, implementation and delivery of services for Aboriginal people, families and communities
- Ability to develop and maintain quality internal and external partnerships and networks with key stakeholders including government departments, community agencies and shared services teams
- Ability to engage and influence a variety of stakeholders to work together to achieve outputs or key performance indicators
- Proven ability to operate in a diverse work environment with people from a variety of levels and disciplines
- Strong IT/computer literacy including a working knowledge of Microsoft Office programs
- Ability to travel across NSW/ACT as required

Desirable:

- NSW Driver's Licence

Notes

- Applications must directly address the selection criteria and indicate level of experience and achievement in each area.
- The successful applicant will be required to provide a current Criminal Record Check and Working with Children Check.
- The successful applicant will be subject to a probationary period.
- The successful applicant will be required to follow AbSec policies and procedures; a full list of these will be provided upon employment.
- Aboriginality is a genuine occupational requirement authorised in Section 14(d) of the Anti-Discrimination Act 1977 (NSW) and documentation may be required to demonstrate.

To apply, interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum two pages) and current CV (maximum five pages).

Applications can be emailed to: recruitment@absec.org.au

Applications Close: COB 2 October 2020

