

Straight Talk Lead

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Position Number	0143
Classification	Category 3 Enhanced
Section/Unit	Program Directorate, First Peoples' Program (FPP)
Reports to	First Peoples' Program National Manager
Location	Melbourne, you may also be required to work at other locations as necessary
Employment Basis	Permanent
Hours of Work	35 hours per week
Suitable for Job Share	Yes
On Call Duties	No
Date Last Reviewed	April 2021

Scope of Position

Oxfam Australia is one of Australia's largest independent non-government organisations focusing on international aid and development. All our work with First Peoples is based on the human rights of Indigenous peoples as recognised and articulated in the United Nations treaties and covenants.

Oxfam Australia has a strong commitment to the rights of First Peoples and has been working to support self – determination for over 40 years. The First Peoples' Program (FPP) sits within the Programs directorate.

A key focus of our Oxfam Australia's work is gender justice. Over the past decade, Oxfam has run the political immersion Straight Talk program which connects Aboriginal and Torres Strait Islander women with the political system and builds the capacity of women as change makers. With a focus on practical tools and confidence building, Straight Talk brings Aboriginal and Torres Strait Islander women together to share, learn and be effective in making a difference in their personal and community lives. The benefits of empowering Aboriginal and Torres Strait Islander women with knowledge of the political system can flow on to close to 45,000 people in the wider community from just one national summit, held in Canberra every two years. The Straight Talk program currently has more than 800 past participants.

The Straight Talk Lead works with Aboriginal and Torres Strait Islander women and organisations, female parliamentarians, and other Oxfam Australia units and external stakeholders to manage the Straight Talk program.

The Straight Talk program aims to build upon the capacity of Aboriginal and Torres Strait Islander women to leverage the Australian federal parliamentary system to bring about positive and lasting change.

The program includes opportunities for relationship-building between Aboriginal and Torres Strait Islander women and female federal parliamentarians, networking amongst Straight Talk participants, information-sharing and developing strategies for change in Aboriginal and Torres Strait Islander communities.

Straight Talk's focus is a large-scale, high profile summit held in Canberra. The Straight Talk program also includes designing and delivering regional/state based initiatives. The position also contributes to and/or leads organisational learning on gender approaches both within a local and global context and to further enhance opportunities to engage Straight Talk alumni with our counterparts.

1. Key Responsibilities

- 1.1 Lead and provide strategic oversight of Oxfam Australia's gender justice on the Straight Talk program including: identifying opportunities for strategic engagement; overseeing the design, implementation, monitoring and evaluation of strategies and projects; and ensuring consistency with best practice
- 1.2 Manage Oxfam Australia's Straight Talk political engagement program and events including budget, logistics and team management
- 1.3 Work with Oxfam Australia's Monitoring, Evaluation and Learning and Gender Advisor to ensure the effective design, appraisal, implementation, monitoring and evaluation of national and regional/state based projects in accordance with program policies and the program management framework
- 1.4 Work with the First Peoples Program Partnership Lead to ensure the timely administration, financial management and reporting of projects including the fulfillment of contractual agreements with partners, institutional and major donors
- 1.5 Represent the First Peoples Program on agency wide and Oxfam International networks including Gender Justice Hub that contributes to strategic decision making and prioritisation of gender program investments
- 1.6 Contribute to funding approaches to philanthropic, government and corporate donors; including funding applications, reporting, acquittals and funder relationships.
- 1.7 Contribute to First Peoples Program communications and promotional efforts
- 1.8 Establish and maintain relationships with, and represent Oxfam Australia to, relevant partners, allies and key stakeholders
- 1.9 Work with OAU communications, media and program staff to maximise the impact of the Straight Talk program
- 1.10 Work with marketing and program development staff to help secure funds from, and report to donors.
- 1.11 Ensure the timely provision of program information and analysis both internally and with other agencies as appropriate.
- 1.12 Other related duties as delegated

2. Budget

- 2.1 Develop budgets for Straight Talk program, summit, regional gatherings and associated projects and monitor expenditure against budget, addressing variances as required
- 2.2 Ensure the effective financial management of program initiatives including fund transfers and documentation in compliance with audit requirements
- 2.3 Contribute to the development and review of the broader First Peoples Program budget as appropriate

3. Policy

- 3.1 Implement and monitor agency policies relating to gender justice and Aboriginal and Torres Strait Islander Peoples
- 3.2 Contribute to the development of agency policy and strategy in relation to processes and systems to ensure the inclusiveness of the needs, diverse skill levels and experiences of Aboriginal and Torres Strait Islander project partners
- 3.3 Contribute to the learning and reflection related to program activities, which informs ongoing agency policy and practice including gender specific monitoring and evaluation design and tools

4. Human Resources

- 4.1 Identify staffing needs for the project, develop position descriptions and recruit, train and manage a team of consultants and volunteers
- 4.2 Line management of project staff /volunteers
- 4.3 Ensure all consultants and volunteers under management demonstrate good human resource practice and comply with agency policies and procedures
- 4.4 Implement and monitor equity, diversity, child safe and staff health and wellbeing policies and procedures within areas of delegation
- 4.5 Monitor workloads and work environment for self and for staff under management and take reasonable steps to minimise risks to self and others

5. Knowledge & Experience

- 5.1 Experience working with Indigenous Australian communities particularly in the implementation and development of empowerment programs
- 5.2 Experience managing sensitive relationships with multiple stakeholders in a high pressure environment
- 5.3 Experience developing and coordinating a complex program including budget management and monitoring and evaluation
- 5.4 Experience in the supervision of volunteers
- 5.5 Understanding of Indigenous perspectives on self-determination and governance issues affecting Aboriginal and Torres Strait Islander peoples and strategies to support Indigenous peoples to achieve their aspirations
- 5.6 Knowledge of Federal Parliament and the Australian political context
- 5.7 Understanding of Indigenous perspectives and issues impacting on Aboriginal and Torres Strait Islander women in urban, regional and remote communities and awareness of strategies to support them to achieve their aspirations
- 5.8 Understanding of working within a rights-based framework

6. Skills & Personal Attributes

- 6.1 Essential Skills - skills of a high order are required in the following areas:

- Cross-cultural communication and ability establish positive relationships with people of diverse cultures and backgrounds
- Program planning, appraisal, monitoring and evaluation preferably within a gender-sensitive rights-based framework
- Working collaboratively both within and between organisations
- Financial management and administration
- Leading and managing teams, including building staff and volunteer capacity through accompaniment, mentoring and training
- Mature political, program and management judgment
- Computer literacy particularly MS Office and email usage

6.2 Personal Attributes

- Ability to work autonomously and as a member of a team
- Ability to form and strengthen relationships with potential and existing partners
- Confidence and ability to manage sensitive relationships and negotiate different points of view
- Organised, motivated and able to maintain a strategic perspective while keeping close attention to detail
- Understanding of and commitment to Oxfam Australia's development philosophy, principles and objectives
- Understanding of and commitment to adhere to equity, diversity, child safe and staff health and wellbeing principles
- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.
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6.3 Personal Values

- Accountability - Able to set clear goals and monitor personal progress against them.
- Empowerment – Capable of having open, honest and respectful dialogue with others, respecting and including partnerships and communities perspectives into our working activities.
- Equality – Work to high ethical standards and treat all people with respect.
- Inclusiveness – Embrace diversity and able to enrich work activities with diverse perspectives.
- Sustainability – Committed to achieving sustainable results in all aspects of their work.

7. Travel

The position requires interstate travel to deliver Regional Gatherings and programs, in addition to time based in Canberra around the time of the National summit. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

8. Child Safeguarding

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OAU are

required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and and Social Media User Policy.

- This role requires work in communities or schools (overseas and domestic) on a regular basis.
- This role requires Oxfam representation when occasionally visiting the field (overseas and domestic).