



Stand Up Position Description

Title	First Nations Partnerships Coordinator
Reports to	General Manager (Programs and Engagement)
Location	Melbourne or Sydney
Start Date	June 2023
Type	0.6 FTE (with potential to increase)

OVERVIEW OF STAND UP:

Purpose

As Jews we have a responsibility to improve our world. Stand Up exists to channel the collective energy, expertise and compassion of the Australian Jewish community to grasp and fulfill this responsibility.

Vision

Australian Jews realising a just Australia where everyone has the opportunity to thrive – unconstrained by attitudes and systems that entrench disadvantage.

Mission

Inspiring and mobilising the Australian Jewish community and working together with marginalised communities to tackle Australia's most pressing social challenges through action and education.

ABOUT OUR FIRST NATIONS PROGRAMS

Stand Up has a special and enduring relationship with the First Nations communities of Toomelah and Boggabilla. For 18 years, the 'Jewish mob' and these communities have built long-lasting friendships based on mutual respect, admiration and a desire to learn and grow from each other.

Our relationship with Toomelah and Boggabilla materialises through [Derech Eretz](#). Every January and July, Derech Eretz offers young Jewish adults the opportunity to facilitate fun and engaging school holiday activities for youth in Toomelah and Boggabilla. While there, volunteers also engage with community adults and Elders and engage in informal educational sessions designed to bridge the blindspots of Australia's mainstream curriculum in relation to First Nations Australia.

The Hebrew term 'Derech Eretz' translates to 'the way of the land', but as a concept embodies the idea of conduct that contributes to decency, respect, and social awareness.

Historically, Stand Up's relationship with Toomelah and Boggabilla also materialised through programs designed to engage and partner with young people in Toomelah and Boggabilla to facilitate structured leadership, vocational and educational opportunities for people in the community.



Primary purpose of this role:

This position is responsible for the implementation of Stand Up's First Nations Partnerships. Key responsibilities include coordination of the key partnerships and recruiting and managing all First Nations partnerships, volunteer leaders, with the support of the CEO and General Manager.

Coordinator duties:

Your main duties are to implement Stand Up's First Nations Partnership programs with the support of the CEO and General Manager, including:

- Derech Eretz
- Consider further opportunities for partnership, e.g. Tikkun Wakulda
- Work with Manager of Education Programs to develop and enhance Stand Up's education programs (school and B'nei Mitzvah) as they relate to First Nations people
- Young Adults Leadership Retreat

This includes:

- Implementation of programs based on community consultation;
- Maintenance of thorough and up-to-date documentation for all programs;
- Oversee and manage First Nations Partnerships volunteer program participants, including:
 - marketing across social media and email databases;
 - recruitment;
 - updating and maintaining a thorough induction process;
 - supervision;
 - debriefing; and
 - ongoing relationship management.
- Recruitment, induction and training of First Nations Partnerships leaders for community trips and programs.
- Support and management of volunteer leaders for trips to community.
- Regularly communicate with Derech Eretz leaders and develop ongoing training to engage these leaders.
- Ongoing program monitoring and collecting pre and post evaluations for the program
- Support the CEO, GMO, GM of Programs and Engagement by providing information for reporting.
- Build and maintain strong relationships with key stakeholders.
- Support the grant process including application, progress and acquittal reports by providing program information, photos, feedback and testimonials.
- Regular liaison with Stand Up's partnership communities to inform program development.
- Quarterly liaison (meetings and correspondence) with Stand Up's Derech Eretz Advisory Committee, including providing information to meetings for program planning and strategy design.
- Ensure key information about stakeholders and participants is recorded accurately in Stand Up's CRM.

General duties:



- Communicating with all key stakeholders including CEO, GM, participants, partners, leaders and community members.
- Assist CEO to promote all programs and events. This may include providing strategic guidance to those who are designing marketing materials.
- Operating in a manner that is collaborative; sharing information and knowledge which contributes to team development.
- **Come Together - being able to provide input on stand up's First Nations programs and partnerships, including Come Together**
- In consultation with the General Manager, managing your programs' impact measurement framework and data collection mechanisms.
- Active participation in Stand Up programs, events, social media and publications.
- Being a Stand Up role model: exemplify the values of empowerment, professionalism, enlightened hospitality and organisational excellence.

Skills, Knowledge and Experience:

- Strong verbal and written communication skills;
- Organised and able to meet deadlines;
- Ability to lead, manage and motivate others;
- Ability to use own initiative;
- Working knowledge of online communications tools such as 'zoom' and Google Suite.;
- Experience working as part of a team and in a semi-independent manner;
- Ability to manage key relationships, troubleshoot issues and forge consensus;
- Prior knowledge and interaction with the Australian Jewish Community;
- An understanding of historical and current experiences of by Aboriginal and Torres Strait Islander peoples;
- A broad understanding of the wider impacts of Stand Up's work including issues such as international politics, development philosophy, cross cultural understanding, and the social, cultural and economic aspects of the communities in which Stand Up works.

Qualifications:

- *Desirable: tertiary degree or significant experience in community development, social work or work with Aboriginal and Torres Strait Islander peoples.*

Personal Attributes:

- Understanding of and commitment to Stand Up's development philosophy, principles and objectives
- Personable
- Patience and tolerance for other perspectives
- Problem solver
- Proficient organisational skills
- An appreciation for the historical and contemporary Jewish thought on Chessed, Tzedakah and Tikkun Olam

Incentives:

- Salary packaging available
- Trips to First Nations communities
- Flexible location in Melbourne or Sydney

