

JOB DESCRIPTION

POSITION TITLE: First Nations Engagement Coordinator – KWOOP Coalition

EMPLOYMENT DETAILS

- Reports to: Corinne Kemp, KWOOP Program Director
- Team Collaboration: Sydney Community Foundation team, KWOOP Executive Committee
- Employment Type: 0.8 FTE (4 days per week), 3-year contract
- Salary: \$100,000 Pro rata
- Hours: Generally, 30 hours per week, worked across 4 days (flexible arrangement by agreement)
- Location: Sydney Community Foundation offices at 35-39 Dickson Street, Newtown.

POSITION PURPOSE

The First Nations Engagement Coordinator is a critical role that bridges authentic First Nations representation and partnership within the KWOOP Coalition, a Sub Fund of Sydney Community Foundation. With Aboriginal women comprising over 45% of the women's prison population while representing only 3% of NSW's female population, this position is essential to ensuring KWOOP's advocacy, policy work, and community engagement is genuinely informed by and responsive to First Nations perspectives, priorities, and leadership.

This role focuses on building and sustaining meaningful partnerships with Aboriginal Community Controlled Organisations (ACCOs), facilitating First Nations women's participation in KWOOP's Community of Practice, and ensuring First Nations women's voices centre our strategic work and advocacy efforts. This position operates with the recognition that sustainable First Nations leadership requires systemic support including cultural supervision and mentoring which will occur outside of the Sydney Community Foundation.

KEY RESPONSIBILITIES IN YEAR ONE

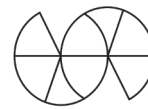
Strategic Relationship Building

- Develop and maintain authentic partnerships with Aboriginal Community Controlled Organisations, government Aboriginal affairs units, and First Nations women's networks across NSW agencies
- Build trust-based relationships grounded in genuine consultation, collaborative decision-making, and recognition of Aboriginal self-determination principles
- Identify and engage key First Nations leaders, elders, and community organisations working in women's justice, health, education, and community sectors
- Support First Nations representation on KWOOP Executive Committee and working groups
- Facilitate meaningful participation of First Nations women in KWOOP coalition activities



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Consultation & Co-Design

- Lead consultation processes with First Nations communities to inform KWOOP's policy advocacy and strategic directions
- Ensure KWOOP's advocacy work is shaped by and responsive to the lived experiences and priorities of First Nations women and communities
- Coordinate co-design processes with Aboriginal Community Controlled Organisations for new initiatives or programs
- Support development of culturally appropriate engagement approaches and resources

Community of Practice Leadership

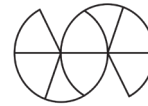
- Develop and facilitate First Nations-specific professional development and knowledge-sharing activities within the KWOOP Community of Practice
- Create pathways for First Nations women and Aboriginal Community Controlled Organisations to meaningfully contribute to policy advocacy efforts
- Support knowledge exchange between First Nations organisations and broader coalition membership
- Ensure all Community of Practice activities are culturally safe and responsive to First Nations contexts and needs

Provide advice as required by the Program Director on Policy & Advocacy

- Advise on integrating First Nations leadership and priorities into KWOOP's advocacy agenda and policy materials
- Advise on articulating First Nations women's experiences and priorities to government stakeholders and in policy development
- Advise on engagement strategies with NSW Government Aboriginal affairs units and relevant departments
- Advise on identifying and developing evidence about First Nations women's experiences in the criminal legal system, including through culturally appropriate research partnerships with ACCOs
- Support advocacy efforts addressing systemic issues affecting First Nations women in the criminal legal system

KEY PERFORMANCE AREAS

Core Responsibility	Key Tasks/Activities	Estimate % of Time
First Nations Partnership & Community Engagement	<ul style="list-style-type: none"> • Develop relationships with 15-20 key First Nations organisations/leaders within 12 months • Facilitate regular consultation with First Nations communities • Support First Nations representation on KWOOP governance structures 	70%



Core Responsibility	Key Tasks/Activities	Estimate % of Time
	<ul style="list-style-type: none"> • Coordinate First Nations-specific CoP activities and professional development • Maintain documented partnership agreements and communication protocols 	
Policy & Advocacy	<ul style="list-style-type: none"> • Meet regularly with Program Director to advise on integrating First Nations priorities into advocacy agenda and policy materials • Contribute to draft policy submissions to ensure Aboriginal perspectives are centred • Brief Program Director ahead of government stakeholder meetings on effective articulation of First Nations women's experiences • Advise on engagement strategies with NSW Government Aboriginal affairs units • Identify evidence gaps and advise on research priorities and ACCO partnerships 	20%
General KWOOP Support	<ul style="list-style-type: none"> • Attend KWOOP team meetings • Contribute to general administrative and program support as needed • Support event planning and communications that reflect First Nations representation 	10%

SELECTION CRITERIA & ESSENTIAL REQUIREMENTS

Essential Qualifications & Experience

- Identified as First Nations/Aboriginal person (including Torres Strait Islander)
- Demonstrated experience and credibility within First Nations communities
- Experience in policy advocacy, community engagement, or organisational development (minimum 1–3 years)
- Understanding of women's criminal legal issues, gender-based approaches, or related policy areas
- Strong relationship-building and communication skills with ability to work across diverse contexts
- Demonstrated commitment to First Nations self-determination, leadership, and community-controlled approaches

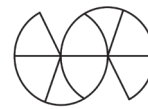
Desirable Qualifications

- Tertiary qualification in social sciences, policy, community development, or related field



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- Experience with Aboriginal Community Controlled Organisations or First Nations led initiatives
- Knowledge of NSW criminal legal system and related policy landscape
- Experience in policy development or government engagement
- Experience in collective impact or coalition-based work

Key Competencies

- **Cultural Leadership:** Grounded in First Nations values and protocols; able to navigate both community and organisational contexts authentically
- **Relationship Building:** Ability to develop trust-based partnerships; skilled in collaborative engagement
- **Strategic Thinking:** Able to identify policy opportunities and translate community priorities into advocacy
- **Communication:** Excellent written and verbal communication; ability to articulate First Nations perspectives to diverse audiences
- **Integrity & Accountability:** Committed to transparency, accountability to community, and ethical practice
- **Resilience & Self-Care:** Ability to navigate complex issues affecting First Nations communities while maintaining own wellbeing

WORKING ENVIRONMENT & SUPPORT

Hours of Work

Sydney Community Foundation Gives operates 9:00am–5:00pm, Monday–Friday. You will work 7.5 hours per day across 4 days per week (30 hours total) on flexible days to be agreed with your manager. Your role is community-facing, so flexibility around when and where you work to support relationship-building is built into the position.

Professional Support & Workplace Culture

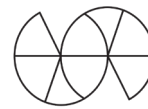
- Cultural supervision will be provided to support your wellbeing, cultural safety, and effectiveness in this role
- Mentoring and professional development opportunities to support your professional growth and leadership development
- Flexible working arrangements to support community-based engagement and relationship-building
- Workplace environment committed to First Nations perspectives, values, and leadership
- Clear protocols for escalating organisational issues and receiving support

Reporting & Accountability

You will report to the KWOOP Program Director with direct access to the CEO of Sydney Community Foundation. You will participate in regular performance conversations focused on relationship development, strategic contribution, professional development, and your own wellbeing.



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EMPLOYMENT TERMS & CONDITIONS

This is a 3-year position with possibility of extension based on funder support and performance. All standard conditions of Sydney Community Foundation Gives employment apply, including:

- Not-for-profit (FBT) salary packaging benefit of \$15,900, which allows you to use pretax income to pay for living expenses and reduce your taxable income.
- Leave entitlements in accordance with National Employment Standards (currently 4 weeks paid annual leave plus 10 days personal/carer's leave per annum for full time) pro-rata applicable
- Superannuation contributions (currently 12%)
- Professional development support
- Six-month probationary period

VALUES & COMMITMENT

As an employee of Sydney Community Foundation Gives, you will be expected to uphold the following values:

- **Brave:** Step up, support and lead by example to make Sydney a strong and just community.
- **Kind:** Compassionate and committed to supporting the most vulnerable in our community.
- **Collaborative:** Establish, build and maintain partnerships to achieve our goals.
- **Trusted:** Accountable, financially responsible, and striving for equity in all we do.

In this role specifically, you are bringing First Nations perspectives to ensure that KWOOP's work is grounded in authentic partnership and genuine responsiveness to First Nations women's priorities and voices.

SELECTION PROCESS

Interested candidates are invited to submit their **resume and a cover letter** via Ethical jobs via the Apply Now button.

Only those applicants who have the right to work and are currently residing in Australia can be considered.

Applications will be reviewed as soon as possible, and successful candidates will be contacted from early - March for an interview.

Candidates are encouraged to contact the KWOOP Program Director (Corinne Kemp) if they would like to discuss the role before applying. For any enquiries or application issues please contact enquiries@sydcf.org.au using the subject line: **First Nations Engagement Coordinator – KWOOP Coalition enquiry** via EthicalJobs.