

Position Description

About Bunurong land Council

We are a Traditional Owner organisation that represent the Bunurong people of the South-Eastern Kulin Nation. We aim to preserve and protect the sacred lands and waterways of our ancestors, their places, traditional cultural practices, and stories.

Bunurong Land Council Aboriginal Corporation (BLCAC) is a not-for-profit Aboriginal Corporation that represents the Bunurong Traditional Owners and community. BLCAC was formed in the late 1990s by a small group of Bunurong Elders and warriors to provide representation on Bunurong Country, particularly around cultural heritage management and protection. The corporation was registered with the Office of the Registrar of Indigenous Corporations (ORIC) in 2000 and since then, membership has grown to over 300 members.

BLCAC is the Registered Aboriginal Party (RAP) for and on behalf of Bunurong People. We have overcome many obstacles on the way, but Bunurong People are now recognised as the Traditional Owners of their lands and waters across greater Melbourne, Mornington Peninsula, and the Bass Coast.

BLCAC members descend from the First People of the coastal areas around Port Phillip Bay (Narrm), with a provenance dating back well over 40,000 years. Our community has survived over 200 years of kidnappings, slavery, massacres, poisonings, imprisonment, disease, and broken promises. We were removed from Country, our language silenced, but the survivors continued to tell and retell the stories of Bunjil and the Lore, family, dispossession, loss but continued to dreaming that one day we would come together again and restore the Bunurong community on our Traditional Lands.

Position Title:	Community Education Officer	Business Unit:	Strong Community
Reports To:	CEO	Direct Reports:	
Package:			
Primary Objective:	<p>The Community Education Officer is responsible for developing capability, securing education opportunities and implementing the organisation’s education strategy with external stakeholders. The role designs and delivers culturally grounded education, cultural learning and training initiatives aligned with Bunurong community priorities, BLCAC’s strategic objectives and Strong Community outcomes.</p> <p>The position works closely with the Community Engagement Officer to ensure community members are actively involved in shaping the cultural authority and integrity of what is delivered, and with the Community Development Officer to build community capacity to participate in, contribute to and benefit from education initiatives.</p>		
Key Responsibilities			
1. Education Strategy & Program Development			
<ul style="list-style-type: none"> Develop and implement education strategies, programs and initiatives aligned with community priorities and organisational objectives. 			

- Design and deliver culturally grounded education sessions, workshops, awareness training and learning programs.
- Develop and maintain culturally appropriate education materials, resources and tools to ensure consistent and accurate content delivery.
- Identify opportunities to expand education offerings with schools, councils, government agencies, community organisations and other partners.
- Support continuous improvement by gathering feedback, evaluating sessions and refining program content.

2. Cultural Authority & Community Inclusion

- Work in partnership with the Community Engagement Officer to involve Elders and community members in shaping education content and delivery.
- Ensure all education activities respect cultural protocols, knowledge ownership and community expectations.
- Facilitate opportunities for community members to contribute to program design and delivery where appropriate.
- Ensure cultural authority principles are embedded in education materials and presentations.

3. Capacity Building & Community Participation

- Collaborate with the Community Development Officer to build community capacity to engage in education programs.
- Support community members to develop presentation, facilitation and cultural knowledge-sharing skills where relevant.
- Identify and support training needs that enable meaningful community participation in education initiatives.
- Support pathways from education participation into capability, employment or further development opportunities.

4. Stakeholder Engagement & Partnerships

- Establish and maintain positive working relationships with schools, councils, government agencies, cultural organisations and service providers.
- Coordinate with stakeholders to define learning requirements and ensure education offerings align with organisational values and community-led priorities.
- Represent the organisation in discussions relating to cultural education, training development and partnership opportunities.
- Identify and secure education and training opportunities that benefit the Bunurong community.

5. Program Coordination & Administration

- Manage bookings, schedules, logistics, materials and communications for education programs.
- Track participation, outcomes, feedback and program data to support reporting and planning.
- Prepare written updates, briefing notes, workshop summaries and relevant documentation.
- Maintain accurate records consistent with organisational compliance requirements.
- Ensure education activities comply with organisational policies, cultural protocols and safety standards.
- Contribute to effective use of allocated resources in line with approved budgets.

Position Dimension & Decision Making Authority	
Without Referral to Manager:	<ul style="list-style-type: none"> • Coordinate education initiatives and activities within approved strategies and frameworks. • Liaise with internal teams and external education providers to plan and deliver programs. • Manage day-to-day priorities, timelines and documentation for education activities. • Implement approved education materials and delivery approaches.
..Referred to CEO:	<ul style="list-style-type: none"> • Approval of education strategies, major partnerships and new initiatives. • Escalation of risks, issues or matters with significant cultural, reputational or strategic implications. • Decisions relating to significant changes in scope, delivery model or stakeholder arrangements.
Key Communication Contacts	
Contact/ Organisation:	Purpose/Frequency of Contact:
CEO & Executive Leadership Team	Briefings, approvals, strategic direction– monthly/as required.
Community Engagement Officer	Community consultation, cultural authority input – ongoing.
Community Development Officer	Capacity building and participation pathways – ongoing.
Internal BLCAC Teams	Coordination and integration of activities – as required.
Education Providers & Training Organisations	Program development and delivery – as required.
External Stakeholders & Partners	Opportunity development and collaboration – as required.

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures
Education Strategy & Program Development	<ul style="list-style-type: none"> • Develop and implement education strategies and initiatives aligned with community objectives. • Design culturally appropriate education and learning programs. 	<ul style="list-style-type: none"> • Education initiatives aligned with Strong Community and organisational objectives. • Positive feedback on relevance and quality of programs.
External Partnerships & Opportunities	<ul style="list-style-type: none"> • Identify and secure education and training opportunities with external stakeholders. • Build and maintain partnerships with education providers and organisations. 	<ul style="list-style-type: none"> • Education partnerships established and maintained. • Opportunities secured for community participation.
Cultural Authority & Engagement	<ul style="list-style-type: none"> • Ensure community involvement in shaping content and delivery. • Maintain culturally safe consultation processes. 	<ul style="list-style-type: none"> • Cultural authority clearly reflected in programs. • Community perspectives embedded in delivery.
Capacity Building & Participation	<ul style="list-style-type: none"> • Support community pathways into education initiatives. • Remove barriers to access and participation in education opportunities. 	<ul style="list-style-type: none"> • Increased community participation in education initiatives. • Clear pathways from education to capability, employment or further opportunities.
Program Delivery & Evaluation	<ul style="list-style-type: none"> • Coordinate delivery, monitoring and evaluation of education initiatives. • Collect feedback and data to inform continuous improvement. 	<ul style="list-style-type: none"> • Programs delivered as scheduled. • Evaluation data supports continuous improvement.
Budgetary and Financial Management	<ul style="list-style-type: none"> • Contribute to the effective use of allocated resources in line with approved budgets. • Monitor expenditure related to education programs and initiatives as required. 	<ul style="list-style-type: none"> • Achievement of budget.
Compliance & Professional Practice	<ul style="list-style-type: none"> • Comply with organisational policies, procedures and EEO requirements. • Maintain accurate records and documentation. 	<ul style="list-style-type: none"> • Demonstrated compliance with policies and procedures. • Professional and accountable conduct.

Key Challenges	
<ul style="list-style-type: none"> • Aligning education opportunities with diverse community needs and aspirations. • Ensuring cultural authority and community voice are embedded in education delivery. • Coordinating across multiple stakeholders and providers with differing expectations. • Supporting participation where barriers to access exist. • Adapting to changing education, training and funding environments. 	
Person Specification	
Qualifications and Experience	Personal Qualities and Attributes
<ul style="list-style-type: none"> • Aboriginality, Bunurong Nation – desirable. • Relevant qualification in education, training, community development or a related field, or equivalent experience. • Demonstrated experience in education program development, coordination or delivery. • Experience working with external education providers and stakeholders. • Demonstrated computer proficiency, including the use of Microsoft Office applications. • Clear Working with Children Check, National Police History Check or willingness to obtain. • Current VIC Drivers Licence. 	<ul style="list-style-type: none"> • Strong communication and facilitation skills. • Ability to engage diverse audiences respectfully. • Strong organisational skills and ability to manage multiple activities. • Ability to work independently and collaboratively across teams and with community stakeholders. • Cultural awareness, sensitivity and respect for community authority. • Initiative, adaptability and a solutions-focused approach. • Commitment to supporting community-led outcomes and organisational objectives.

I confirm that I have read this job description and acknowledge and understand my roles and responsibilities. If I have any questions, I acknowledge that I can approach my Manager for clarification.	
Employee Signature	

Print Name	
Date	