

## 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.

<b>Position Title:</b>	<b>Community Development Officer</b>	<b>Business Unit:</b>	<b>Strong Community</b>
<b>Reports To:</b>	<b>CEO</b>	<b>Direct Reports:</b>	
<b>Package:</b>			
<b>Primary Objective:</b>	<p>The Community Development Officer supports capacity building within the Bunurong community to strengthen engagement, participation, employment pathways and business opportunities. The role focuses on enabling community members to build skills, confidence and capability to participate in and lead opportunities aligned with BLCAC's strategic priorities, cultural authority and Strong Community objectives.</p> <p>The position works closely with the Community Engagement Officer to ensure development initiatives are informed by community strengths, needs and aspirations, and with the Community Education Officer to support pathways from education and learning into capability, employment and enterprise outcomes.</p>		
<b>Key Responsibilities</b>			
<b>1. Community Capacity Building</b>			
<ul style="list-style-type: none"> <li>Strengthen respectful and culturally safe relationships with community members, families and Elders.</li> </ul>			

- Support community-led initiatives that build skills, confidence, employment pathways and/or business development opportunities.
- Facilitate access to programs, workshops, training and opportunities that promote economic participation and community wellbeing.
- Identify community strengths, priorities and barriers to participation to inform future development initiatives.
- Provide insights to leadership regarding emerging community needs or development opportunities.

## **2. Program & Project Support**

- Assist in designing and delivering community development programs aligned with community priorities and organisational strategy.
- Coordinate program logistics including venues, communications, resources, catering and participant support.
- Monitor attendance, participation trends and community feedback to inform continuous improvement.
- Contribute to evaluation processes, outcomes tracking and internal/external reporting.
- Maintain accurate records of activities, engagement and participant data.

## **3. Employment, Training & Enterprise Pathways**

- Identify and support pathways for community members into employment, training, enterprise and economic participation opportunities.
- Work collaboratively with internal teams and external partners to align opportunities with community interests and aspirations.
- Support progression from education initiatives into participation, employment or enterprise development.
- Assist in identifying opportunities for business development or economic participation where appropriate.

## **4. Community Engagement & Relationships**

- Work collaboratively with the Community Engagement Officer to ensure community priorities and feedback inform development initiatives.
- Participate in community meetings, outreach activities, events and engagement sessions as required.
- Support culturally safe engagement practices consistent with organisational protocols.
- Build positive and ongoing connections with community members and stakeholders.

## **5. Partnerships & Collaboration**

- Support relationships with government agencies, local councils, schools, training providers, service providers and Aboriginal organisations.
- Assist in facilitating partnerships that enhance opportunities in training, employment, enterprise or cultural capacity.
- Represent the organisation positively at community events, sector meetings and networks as required.

## 6. Administration, Reporting & Compliance

- Maintain accurate documentation of activities, schedules, participation and outcomes.
- Assist with grants, funding documentation and acquittal requirements where relevant.
- Prepare written updates, briefs and contributions to organisational reports.
- Ensure work practices meet organisational policies, cultural protocols and compliance requirements.
- Support effective use of allocated resources in line with approved budgets.

### Position Dimension & Decision Making Authority

#### Without Referral to Manager/CEO:

- Coordinate community development activities within approved strategies and frameworks.
- Liaise with internal teams and external stakeholders to support pathways and opportunities.
- Manage day-to-day priorities, timelines and documentation for community development activities.
- Facilitate community based activities consistent with cultural protocols.

#### Referred to CEO:

- Approval of significant community development initiatives or partnerships.
- Escalation of risks, issues or matters with significant cultural, reputational or strategic implications.
- Decisions relating to major changes in scope, focus or delivery approach.

### Key Communication Contacts

#### Contact/ Organisation:

#### Purpose/Frequency of Contact:

CEO & Executive Leadership Team	Briefings, approvals, strategic direction– monthly and seek clarification – as required
Community Engagement Officer	Community priorities, feedback and engagement – ongoing
Community Education Officer	Alignment of education and development pathways – ongoing.
Internal BLCAC Teams	Coordination and integration of activities – as required.
Training Providers & Training Organisations	Opportunity development and pathways – as required
External Stakeholders & Partners	Collaboration on community development initiatives – as required.

<b>Key Accountabilities</b>		
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures</b>
Community Capacity Building	<ul style="list-style-type: none"> <li>Support initiatives that build skills, confidence and participation within the community.</li> <li>Identify barriers to participation and support responsive strategies to address them.</li> </ul>	<ul style="list-style-type: none"> <li>Increased community participation in development initiatives.</li> <li>Positive feedback regarding relevance and accessibility.</li> </ul>
Employment & Enterprise Pathways	<ul style="list-style-type: none"> <li>Support pathways into employment, training and business opportunities.</li> <li>Work with partners to identify and develop opportunities aligned with community interests.</li> </ul>	<ul style="list-style-type: none"> <li>Clear and accessible pathways established.</li> <li>Opportunities aligned with community priorities.</li> </ul>
Community Engagement & Collaboration	<ul style="list-style-type: none"> <li>Work with the Community Engagement Officer to ensure community input informs development activities.</li> <li>Support culturally safe engagement processes.</li> </ul>	<ul style="list-style-type: none"> <li>Community perspectives reflected in development initiatives.</li> <li>Strong collaboration with engagement staff.</li> </ul>
Integration with Education & Capability Development	<ul style="list-style-type: none"> <li>Work with the Community Education Officer to align education and training opportunities with development outcomes.</li> <li>Support progression from education into participation or employment.</li> </ul>	<ul style="list-style-type: none"> <li>Clear linkages between education, capability and opportunity.</li> <li>Improved transition outcomes for participants.</li> </ul>
Partnerships & Opportunity Development	<ul style="list-style-type: none"> <li>Build and maintain partnerships that support community development outcomes.</li> <li>Support collaborative initiatives across sectors.</li> </ul>	<ul style="list-style-type: none"> <li>Effective partnerships established and maintained.</li> <li>Opportunities delivered through collaboration.</li> </ul>
Budgetary and Financial Management	<ul style="list-style-type: none"> <li>Contribute to the effective use of allocated resources in line with approved budgets.</li> <li>Monitor expenditure related to community development activities and initiatives as required.</li> </ul>	<ul style="list-style-type: none"> <li>Achievement of budget.</li> </ul>
Compliance & Professional Practice	<ul style="list-style-type: none"> <li>Comply with organisational policies, procedures and EEO requirements.</li> <li>Maintain accurate records and documentation.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated compliance with policies and procedures.</li> <li>Professional and accountable conduct.</li> </ul>

<b>Key Challenges</b>	
<ul style="list-style-type: none"> <li>• Supporting diverse community aspirations and pathways.</li> <li>• Addressing barriers to participation, employment or enterprise.</li> <li>• Coordinating across multiple partners and stakeholders.</li> <li>• Ensuring development activities align with cultural authority and community priorities.</li> <li>• Adapting to changing economic, employment and funding environments.</li> </ul>	
<b>Person Specification</b>	
<b>Qualifications and Experience</b>	<b>Personal Qualities and Attributes</b>
<ul style="list-style-type: none"> <li>• Aboriginality, Bunurong Nation – desirable.</li> <li>• Relevant qualification in community development, social services, employment services, business or economic development or a related field, or equivalent experience.</li> <li>• Demonstrated experience in community development, capacity building or pathway development.</li> <li>• Experience working with Aboriginal communities or community-controlled organisations.</li> <li>• Demonstrated computer proficiency, including the use of Microsoft Office applications.</li> <li>• Clear Working with Children Check, National Police History Check or willingness to obtain.</li> <li>• Current VIC Drivers Licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong organisational skills and ability to manage multiple priorities.</li> <li>• Highly developed interpersonal and communication skills.</li> <li>• Organisational skills including planning, time management and the ability to manage multiple priorities.</li> <li>• Ability to work collaboratively across teams and with community stakeholders.</li> <li>• Cultural awareness, sensitivity and respect for community authority.</li> <li>• Initiative, adaptability and a solutions-focused approach.</li> <li>• Commitment to supporting community-led outcomes and organisational objectives.</li> </ul>

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.

<b>Employee Signature</b>	
<b>Print Name</b>	
<b>Date</b>	