

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 Engagement Officer	Business Unit:	Strong Community
Reports To:	CEO	Direct Reports:	
Package:			
Primary Objective:	<p>The Community Engagement Officer coordinates meaningful and culturally safe engagement with Bunurong Elders, members and the broader community. The role is integral to strengthening participation and trust across all areas of the organisation by ensuring community voices, priorities and lived experiences actively inform BLCAC's programs, policies and initiatives.</p> <p>Working collaboratively across the Strong Community unit and the wider organisation, the position embeds culturally safe engagement practices that uphold Bunurong cultural authority and support community-led decision-making.</p>		
Key Responsibilities			
1. Community Engagement & Relationships			
<ul style="list-style-type: none"> • Build and maintain respectful, culturally safe relationships with Elders, members, families and wider community groups. • Coordinate and facilitate community engagement activities including meetings, workshops, surveys, yarning circles, outreach sessions, gatherings and online consultations. 			

- Support genuine two-way communication between the organisation and community.
- Strengthen community trust and participation across organisational initiatives, cultural activities and new projects.
- Identify emerging community priorities, concerns and opportunities and provide insights to leadership.

2. Engagement Planning & Delivery

- Assist in developing engagement plans that support meaningful and inclusive community participation.
- Coordinate logistics for engagement activities including venues, catering, invitations, materials, communications and promotion.
- Support staff across teams to embed culturally safe engagement practices in their work.
- Monitor engagement activity, collect feedback and identify opportunities for continuous improvement.

3. Programs, Projects & Organisational Support

- Work with internal teams to ensure community perspectives inform project development, policy work, education initiatives and service delivery.
- Participate in cross-team initiatives, cultural events and collaborative community-led projects.
- Assist in the development of community resources, information sheets, engagement tools and outreach materials.
- Support programs that strengthen cultural identity, belonging and participation.

4. Partnerships & External Representation

- Maintain positive relationships with partner organisations, local councils, service providers, cultural groups and sector networks.
- Attend community forums, interagency meetings and relevant networks as required.
- Represent the organisation in a culturally respectful, positive and consistent manner.

5. Administration, Documentation & Compliance

- Maintain accurate records of engagement activities, attendance, community contacts and outcomes.
- Prepare written updates, engagement summaries and contributions to organisational reports.
- Support compliance with organisational policies, cultural protocols, safety standards and legislative requirements.
- Contribute to effective use of allocated resources in line with approved budgets.

Position Dimension & Decision Making Authority

Without Referral to Manager:

- Coordinate day-to-day community engagement activities within approved strategies and frameworks.

	<ul style="list-style-type: none"> • Liaise with Elders, members, community representatives and internal teams to support engagement. • Manage engagement schedules, records and documentation. • Facilitate community-based engagement activities consistent with cultural protocols.
Referred to CEO:	<ul style="list-style-type: none"> • Approval of engagement approaches with significant cultural, reputational or strategic implications. • Escalation of sensitive community matters or issues requiring senior leadership consideration. • Decisions relating to significant changes in engagement approach or scope.
Key Communication Contacts	
Contact/ Organisation:	Purpose/Frequency of Contact:
CEO & Executive Leadership Team	Briefings, advice, escalation of sensitive matters – as required.
Elders, Members & Community	Engagement, consultation, feedback – ongoing.
Community Education Officer	Cultural authority input into education activities – ongoing.
Community Development Officer	Community priorities informing development pathways – ongoing.
Policy Officer	Community perspectives informing submissions and advocacy – ongoing.
Grants Officer	Community priorities informing funding opportunities – as required.
Communications & Marketing	Input into communications and storytelling – as required.
Internal BLCAC Teams	Coordination of engagement activities – as required.
External Stakeholders & Partners	Collaboration on community development initiatives – as required.

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures
Community Engagement & Relationships	<ul style="list-style-type: none"> • Coordinate engagement with Elders, members and community. • Build and maintain respectful, trusting relationships. 	<ul style="list-style-type: none"> • Increased community participation. • Positive feedback from community members. • Evidence of ongoing engagement relationships.
Cultural Authority & Community Voice	<ul style="list-style-type: none"> • Support culturally safe processes to capture community views. • Ensure community perspectives are accurately represented. 	<ul style="list-style-type: none"> • Community voices clearly reflected in projects and programs. • Cultural authority respected and upheld in engagement practices.
Cross-Organisational Collaboration	<ul style="list-style-type: none"> • Work with internal teams to embed engagement across programs and initiatives in planning and delivery. • Support alignment between community input and organisational work. 	<ul style="list-style-type: none"> • Demonstrated integration of community input across programs. • Strong collaboration across teams.
Engagement Planning & Coordination	<ul style="list-style-type: none"> • Coordinate meetings and engagement logistics. • Maintain accurate records and timely documentation of engagement outcomes. 	<ul style="list-style-type: none"> • Engagement activities delivered as planned. • Accurate and timely documentation.
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 community engagement activities 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. • Maintain accurate records and documentation. • Maintain confidentiality and professional standards. 	<ul style="list-style-type: none"> • Demonstrated compliance with policies and procedures. • Professional and accountable conduct. • Professional and culturally respectful conduct.

Key Challenges	
<ul style="list-style-type: none"> • Building trust and maintaining meaningful engagement across a diverse community. • Balancing competing community expectations and organisational priorities. • Managing sensitive or complex community issues in a culturally safe manner. • Ensuring engagement is genuine, inclusive and not tokenistic. • Coordinating engagement across multiple programs and teams. 	
Person Specification	
Qualifications and Experience	Personal Qualities and Attributes
<ul style="list-style-type: none"> • Aboriginality, Bunurong Nation – desirable. • Relevant qualification in community engagement, community development, Aboriginal studies or a related field, or equivalent experience. • Demonstrated experience in community engagement, outreach or consultation. • Strong facilitation, consultation and engagement experience. • Experience working with Aboriginal communities or community-controlled organisations. • 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 interpersonal and relationship-building skills. • High level of cultural awareness, sensitivity and respect. • Ability to engage respectfully with Elders, members and community. • Strong organisational skills and attention to detail. • Professional judgement and discretion. • Commitment to 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	