

Job Title: Operations Coordinator - Redfern Community Centre

Sydney

Aboriginal City Spaces Admin/Social City/City Life

Full Time/Permanent

Salary Range: \$98,481 - \$111,736 per annum plus 12% superannuation

Caring for our city, creating a future for all

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, and our clear, compelling plan for our global city: [Sustainable Sydney 2030 – 2050 Continuing the Vision](#).

Be part of a purpose-led organisation with care at its core. You'll make a difference by acting in the best interests of our communities and city. Be better together with collaborative and inclusive partnerships. Embrace possibilities and be open to new ideas and creating bold solutions.

About the role

This is a targeted Aboriginal and Torres Strait Islander position. Preference will be given to applicants of Aboriginal and/or Torres Strait Islander descent. The City of Sydney Council currently holds an exemption under section 126 of the Anti-Discrimination Act 1977 in relation to its targeted recruiting programs.

The City of Sydney is seeking an Operations Coordinator to join the Aboriginal City Spaces team at Redfern Community Centre. The Operations Coordinator is responsible for assisting with the overall efficient and effective day-to-day management and operations of community facilities.

We are looking for an experienced and pro-active and self-motivated individual who will plan, implement and monitor the delivery of innovative creative programs and services that address the needs of the community, make use of resources and attract new patrons to the services.

You will support the overall day-to-day supervision and management of staff, programs and facilities, oversee and monitor the delivery of innovative and creative programs and services that address the needs of the community. You will also maintain effective relationships with clients and other stakeholders, and assist in the identification, development and implementation of business improvements for the benefit of employees and the community.

To be suited to the role, you will have:

- Tertiary qualifications in leisure, community, sports or recreation and/or significant relevant work experience
- Demonstrated experience in operations in a leisure, community, sports or recreation environment
- Demonstrated experience with planning and delivery of recreational or community programs and services
- Demonstrated experience in working with Aboriginal and Torres Strait Islander People and people from all backgrounds

- Demonstrated experience in managing staff
- Current first aid certificate or willingness to undertake relevant training
- Valid working with children check and willingness to undergo a criminal record check in accordance with legislated requirements for this position

This role has the option of a rostered day off each month, known as a 19-day month.

The recommended applicant must complete a pre-employment health declaration, criminal history and working with children check.

What we can offer you

You'll work with passionate, welcoming and supportive people who care for our communities and create a future for all.

Flexible working

- 3 days of care and cultural leave each year for health and wellbeing activities, cultural and religious days or events of significance
- Collaborative approach to flexible working
- City centre head office, with many public transport options.

Professional development

- Leadership and management development program
- Further education program providing reimbursement of course fees, and study and exam leave
- Opportunity to attend external courses and conferences
- Long service and employee recognition awards
- Employee assistance program offering free, confidential counselling

Supporting families

- 26 weeks paid parental leave and 6 weeks paid partner leave
- Paid and unpaid adoption and long-term fostering leave
- Paid superannuation for up to 52 weeks of parental leave
- Part-time and job-sharing options available
- Supportive return-to-work environment

Inclusive culture

- Recognised as an Inclusive Employer by the Diversity Council of Australia
- Active employee networks including City Women, City Pride, DiverseCity, Inclusive City, Young Professionals and Aboriginal and Torres Strait Islander network
- Recognised family inclusive workplace
- Veteran employment supporter

Find out why a [career at the City of Sydney](#) might be right for you.

We welcome candidates from all backgrounds in a workplace as diverse as our communities. We're passionate about gender balance, with an executive team two-thirds female and half of leadership roles held by women.

All applicants, including Aboriginal and Torres Strait Islander peoples, people with disability, veterans and people of diverse sexualities and genders, are encouraged to join us.

How To Apply

Applications must be submitted online by 11:59 pm, Thursday 18 June 2026.

For more information, contact Jamie Hardy at AES on 0428 523 005.