



AUSTRALIAN EDUCATION UNION (SA BRANCH)  
ORGANISER (ABORIGINAL EDUCATION SPECIALIST)

## **APPOINTMENT PROCEDURE**

### **ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES ARE ENCOURAGED TO APPLY**

The Australian Education Union has a wide industrial coverage in government schools, preschools, and TAFE SA in South Australia.

Administrative Officers are appointed by AEUSA Branch Council for the term of office as specified in the job advertisement.

Applicants for an Administrative Officer position should provide evidence of skills, experience and knowledge relevant to the position for which they are applying. Applicants are advised to respond to the requirements of the Job and Person Specifications in not more than 3,000 words (including a CV).

Written applications addressed to the Branch Secretary must be received via the "Apply Now" button.

Written applications will be considered by a Review Committee which will recommend a preferred applicant for appointment by Branch Council.

Notwithstanding any decision of the Review Committee, an applicant who is a member of the AEUSA can bring their nomination personally to the attention of Branch Council.

A formal resolution of Branch Council is required to appoint an Administrative Officer.

The appointment process is set out in full in AEU Federal Branch Rule 21.

MATTHEW CHERRY  
Branch Secretary

June 2026

Organiser (Aboriginal Education Specialist)



AUSTRALIAN EDUCATION UNION (SA BRANCH)

## **ORGANISER (ABORIGINAL EDUCATION SPECIALIST)**

### **JOB SPECIFICATION**

**ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES ARE ENCOURAGED TO APPLY**

#### **1. Summary of the broad purpose of the position and its responsibilities**

The Organiser (Aboriginal Education Specialist) is a general Organiser position working in all sectors of public education with additional responsibilities and knowledge relevant to Aboriginal education. They are responsible for implementing Campaigns and organising activities. They work as part of a team to recruit new members, find and develop activists and encourage involvement in Union Campaigns.

#### **2. Reporting/Working Relationships**

The Organiser (Aboriginal Education Specialist) is a member of the Organisers Team and reports to the Lead, Organising & Growth.

#### **3. Special Conditions**

- Out of hours work will occur, including country and interstate travel as required.
- A driver's licence is essential.
- Growth Coaching training will be provided.

#### **4. Statement of Key Responsibilities**

- Recruit, retain and activate Union members from all sectors of the membership.
- Activate formal Union structures at meetings including, but not limited to, Sub-branch, Area, Committee and Council.
- Be actively involved in the Union's Campaigns and organising activities including encouraging and facilitating member involvement.
- Participate in the development, and implementation of AEU representative and membership education activities to build leadership capacity.
- Visit workplaces regularly as part of implementing the team's organising plans.
- Report to the Lead, Organising & Growth and the Principal Officers on a regular basis about trends and recurring issues, the number of workplace visits, members recruited or upgraded and site activism levels, so that reports can be provided to Branch Executive and/or Council.
- Work alongside members to identify and manage issues of concern in sites and work alongside to coach sub-branches to make workplace change. Bring issues to the attention of Leadership when further action is required.
- Assist with Union publications, including the preparation of articles.
- Provide up-to-date advice and resource materials to members in a polite, courteous and respectful manner.

Organiser (Aboriginal Education Specialist)

- Advise Union Officers on issues and the work of educators who work in Aboriginal education as it may relate to policy, networks and reports within the Union.
- Develop organising plans, appropriate record keeping and detailed mapping of worksites and transferring this as required onto IMIS.

Organisers may be required to undertake other duties as requested by the Branch Secretary.

This position may be based in either metropolitan Adelaide or regional South Australia.

## **5. General Requirements**

The Australian Education Union SA Branch (AEU) expects that its employees will always display the highest standards of professional and personal conduct. All AEU employees are expected to uphold the AEU Code of Conduct and Respectful Workplace Behaviour Statement.

Employees have a responsibility to ensure they are aware of, properly administer and comply with all legislation relevant to the performance of their duties and/or their role, including equal opportunity and relevant workplace health and safety legislation and related AEU responsibilities and procedures.

Note: A copy of the Code of Conduct and Respectful Workplace Behaviour Statement is attached to the job advertisement.



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**PERSON SPECIFICATION**

**1. Educational/Vocational**

- Eligibility for Working with Children Check.
- Experience working in Public Education.
- Driver's Licence.

**2. Personal Abilities/Aptitude/Skills**

- Interpersonal, verbal and written communication skills of a high order.
- Ability to show initiative and demonstrate organisational skills to identify, analyse, and to propose practical solutions to issues and deliver outcomes on time.
- High level skills in Microsoft, database, and spreadsheet applications.
- Ability to prioritise and respond appropriately to demands of the membership.
- Ability to report on Aboriginal education issues and working conditions, and to provide advice to assist the Union in its Campaigns.
- Ability to utilise data to optimise recruiting strategies.
- Ability to build and maintain effective professional relationships, including working as part of a team.
- Knowledge of Growth Coaching and/or willingness to undertake Growth Coaching training.

**3. Experience**

- Demonstrated active commitment to Unionism.
- Working in Aboriginal education or with Aboriginal educators.
- Organising and campaigning.
- Advocacy, conflict resolution and negotiating skills.
- Applying the principles of equal opportunity.

**4. Knowledge**

Applicant can demonstrate a sound understanding of:

- The objectives and priorities of the Australian Education Union.
- The different contexts in which AEU members work.
- Issues affecting Aboriginal educators, teachers, and leaders.
- Issues affecting women working in education.
- Organising strategies.
- Principles of cultural inclusivity, equal opportunity and democratic decision making as they apply in the workplace.

Organiser (Aboriginal Education Specialist)



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### **COMMON JOB SPECIFICATION**

An Administrative Officer will:

- Assist AEU members with their telephone, email, social media and personal enquiries on general topics subject to AEU policy and procedures.
- Provide general information about the AEU and AEU policy to members and the public.
- Encourage AEU members to be active participants in the Union.
- Deliver AEU training to members.
- Organise meetings, conferences, deputations and Campaign activities.
- Chair and address meetings.
- Prepare agendas, background papers and reports for meetings and take minutes.
- Research and draft policy statements, reports and submissions for AEU decision-making bodies
- Research and write articles for AEU publications, prepare media statements and publicity material, prepare and draft replies to correspondence.
- Conduct worksite visits as allocated in line with Branch priorities.
- Service AEU committees and facilitate Area Meetings of members.
- Undertake such other duties as Branch Secretary may reasonably require.

*Administrative Officers may be redeployed to another Administrative Officer role by negotiation and with training and support.*