
	<p>Position Title: Aboriginal Community Engagement & Admin Officer 0.4 FTE</p> <p>Band:</p>	<p>Team: The Gathering Place Morwell</p> <p>Salary: Stream 1, Level 4</p>	
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OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2026: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporize our models of practice.</p> <p>We look forward to working with our staff, carers, partners, supporters, and government, to ensure children, young people and their families can create the future they imagine for themselves.</p>	<p>The Gathering Place (TGP) in Morwell was established in 2017 to provide a culturally safe space for the Aboriginal community to come together, learn, share, and celebrate culture. Since its inception, TGP has grown into a trusted and welcoming hub for Aboriginal and Torres Strait Islander people across the region.</p> <p>TGP offers:</p> <ul style="list-style-type: none"> • A variety of social, cultural, art, and practical engagement programs that support community healing and empower people to make strong future life decisions. • A culturally safe space to gather, have a cuppa and a yarn, reconnect, seek information, and access community-led programs alongside other mob. <p>Opportunities for Aboriginal Community Controlled Organisations (ACCOs), Elders, Aunties, Uncles, and young mob to provide feedback on services, supporting community self-determination. To support the implementation of our service plan with the Department of Health (DoH) and the Department of Families, Fairness and Housing (DFFH), our Leadership Group has established a clear vision, mission, and key objectives. These guide who we are, how we work, and the direction we are moving in. They form the heartbeat of everything we do at The Gathering Place.</p> <p>The Aboriginal Community Engagement & Admin Officer is a community-facing role that combines cultural engagement, front-of-house access, and administrative support within a culturally safe environment.</p> <ul style="list-style-type: none"> • This position is both a cultural and operational support role. While it includes administrative and front-of-house responsibilities, its primary purpose is to uphold cultural safety, strengthen community connection, and ensure Aboriginal and Torres Strait Islander people experience The Gathering Place as
<p>OUR VALUES</p> <p>We expect all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a 'fair go'</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p>	

Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.

Berry Street is committed to being a child safe, child friendly and child empowering organisation. **In everything we do we seek to protect children**

welcoming, respectful, and community-led.

- The role requires experience working with Aboriginal and/or Torres Strait Islander peoples and a strong understanding of the local community on Gunai Kurnai Country. Drawing on lived experience, cultural knowledge, kinship systems, and community relationships, the position holder is recognised as a cultural contributor within The Gathering Place and is supported to exercise sound judgement grounded in Aboriginal ways of knowing, being, and doing.
- The successful applicant will bring warmth, cultural understanding, and a genuine commitment to supporting community in a safe, respectful, and culturally responsive way.

PRIMARY OBJECTIVES OF THE ROLE

The primary objective of the Aboriginal Community Engagement and Admin Officer role is to:

- Provide a culturally safe, nurturing, and welcoming environment for all Aboriginal and Torres Strait Islander people who attend The Gathering Place, with a particular focus on young people.
- Manage the day-to-day administrative needs of The Gathering Place, including maintaining front-of-house operations and ensuring every visitor is welcomed and treated with courtesy and respect.
- Provide administrative assistance to staff and leadership within the auspice arrangement.
- Support The Gathering Place leadership with administrative functions, including the preparation of submissions, reports, and other written documents.
- Work in partnership with the Cultural Lead and Senior Aboriginal Community Engagement Worker to support the delivery of programs at The Gathering Place.
- Contribute to program planning and delivery
- Work collaboratively within a dynamic, culturally safe team environment, demonstrating flexibility and the ability to adapt to changing priorities and work demands.

REPORTING RELATIONSHIPS

This role is based on Gunaikurnai Country at The Gathering Place and at times will also work at Berry Street's Morwell office.

This role reports to the Cultural Lead of TGP who will provide supervision and review.

This is an onsite role, based at The Gathering Place.

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct, which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement.
- Raise all health, safety, and wellbeing issues or concerns with managers, observe all safe work procedures and instructions, and take reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.
- Participate in regular supervision, performance planning and review processes and probationary reviews.
- Complete mandatory training within designated timeframes.
- Berry Street Yooralla is committed to service delivery that prioritises and celebrates diversity and inclusion. Every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality, or religion.
- Berry Street Yooralla is committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify as LGBTIQ+.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- A commitment to the vision and values of The Gathering Place.
- Ability to provide a warm, attuned first point of contact for all visitors to The Gathering Place, ensuring a “no wrong door” approach.
- Possess high-level interpersonal skills, with the ability to be welcoming and to respond to crisis situations in an attuned, helpful, and respectful manner.
- Ability to model respectful relationships with young people, community members, and Elders, including the appropriate management of confidential and sensitive information.
- Strong written and verbal communication skills, including record keeping and computer skills.
- Good administrative skills including assisting with the preparation of reports, business documents, social media and grant submissions.
- Demonstrated ability to manage competing priorities, monitor workload, and practice and promote self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • This is an Indigenous Identified role only open to Aboriginal and Torres Strait Islander peoples. The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975(Cth), and s12 of the Equal Opportunity Act 2010 (Vic). • Experience in an administrative/reception role. • Staff members must hold a valid WWCC and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. 	<ul style="list-style-type: none"> • Administration qualifications. • Demonstrated experience working with all Aboriginal people. • Experience in delivering projects and programs. • Strong connections to Aboriginal communities and culture. • Excellent writing, networking and communication skills.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • Assist in the Planning and facilitating of weekly group activities • Support the engagement of Aboriginal and Torres Strait Islander young people in activities • Contribute to the planning and facilitation of cultural events, workshops and activities
Program Development and Review	<ul style="list-style-type: none"> • Promote the programs, Aboriginal projects and youth activities at TGP. • Review of work plan and activities • Participating in evaluation and feedback activities
Administration and Reporting	<ul style="list-style-type: none"> • Maintain accurate program and client records according to Berry Street and TGP policy • Collect participant feedback, statistics and evidence to inform reporting and the ongoing work of the project • Assist with collating and compiling staff monthly reports into a single document to support the Culture Lead with manager activity and performance report for Director and relevant stakeholders.
Other	<ul style="list-style-type: none"> • Actively promotes access and inclusion for all Aboriginal people participating in TGP activities and programs. • Maintain confidentiality in all circumstances in accordance with Berry Street Policies and Procedures and Privacy legislation. • Other duties as required.



INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Client Facing and Service Delivery	Work with clients who may have a physical, psychiatric or sensory disability.	Daily
	Interact with clients and members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Daily
	Work with complex clients which may expose you either directly or vicariously to emotionally challenging concepts such as self-harm, trauma, illegal activity and/or violence.	Daily
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Not Applicable
	Work in a client's home or their family home alone and/or with others.	Occasional
	Represent, advocate and cooperate with legal processes which may include attendance to court.	Not Applicable
Work Environment	Manage demanding and changing workloads and competing priorities.	Regular
	Work in different geographic locations.	Occasional
	Be exposed to all outdoor weather conditions.	Occasional
	Work via computer from home as required.	Not Applicable
	Work office hours with the possibility of extended hours. Flexible arrangements by agreement.	Occasional
	Work rostered hours with the possibility of overtime.	Not Applicable
	Work on-call after hours.	Not Applicable
	Work in an open plan office with no assigned desk.	Daily
	Work in buildings which may require the use of stairs or elevators.	Daily
	Sit at a computer or in meetings/meeting rooms via video conference facilities or in person for extended periods.	Regular
	Work in educational or community facilities.	Daily
	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasional
	Undertake training and professional development activities both internal and external to the organisation.	Occasional
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, data entry, writing reports, case notes/plans and client records. Manage resources and budgets. Research and analyse information and data.	Daily
	Use technology including computers, photocopiers, telephones including mobiles, projectors, televisions, video conference facilities and electronic whiteboards.	Daily