

Position Description

First Nations Support Officer

About the role

The Australian Greens First Nations Support Officer is a designated role for a First Nations person. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

We are committed to strengthening the representation and participation of First Nations people within our movement, and this role will support our Australian Greens First Nations Network (AGFNN) in its activities.

You will play a key part in supporting First Nations members to engage at all levels of the party, and ensuring meaningful consultation on First Nations activities and policies within the party. The First Nations Support Officer will work closely with AGFNN members and Office Holders, and other party staff to foster an inclusive and empowering environment for all First Nations members.

If you're a First Nations person who thrives on grassroots organising and wants to increase First Nations representation in progressive politics, we encourage you to apply.

In this role you will work with the office holders of AGFNN to assist with:

- Organising regular AGFNN meetings and providing support with record-keeping of minutes and other AGFNN documents.
- Communicating regularly with First Nations members across the party in support of AGFNN activities.
- Work with other Greens staff and volunteers to engage First Nations supporters and increase First Nations membership within the party.
- Collaborate with other First Nations staff in similar roles in State and Territory offices.

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- Undertake other tasks as reasonably directed.

Selection Criteria

We encourage you to apply even if you don't have all of the relevant skills. We're looking for someone passionate and hungry for progressive change and with a belief in our movement, which we prioritise over formal education or qualifications.

Essential criteria:

- First Nations person who identifies and is recognised as such within their community.
- Excellent communication and interpersonal skills with proven strengths in culturally safe practice, teamwork and building strong relationships.
- Excellent organisational skills in managing competing deadlines.
- Demonstrated emotional intelligence, problem solving skills and resilience.
- Demonstrated experience working with First Nations communities and groups.
- A commitment to Greens values and principles.
- Experience working collaboratively with people holding diverse views to build consensus.

Desirable:

- An understanding of Greens' decision-making processes.
- Experience working with other Greens First Nations members.
- Experience using Customer Relationship Management (CRM) systems or other databases.
- Experience with political or social change campaigning
- Experience working with volunteers

Relationship to others

Directly supervised by: National Engagement Manager

Works closely with: AGFNN office holders

Location

This role is to be undertaken remotely from home or as negotiated with the National Manager.

Conditions

This is a position for 2 days per week (15.2 hours).

The position is subject to the conditions of the "The Australian Greens Staff Collective Agreement" and will be employed with a classification under this agreement of Support 2 with a beginning full-time equivalent salary of \$104,630.

Superannuation is also paid at the rate of 12%.

Applications

The Australian Greens are committed to building a diverse and inclusive team and culture.

We strongly encourage applicants from a diverse range of genders, ages, sexual orientations, cultures, language groups, abilities, and experiences to apply.

Applications must include a CV and separate statement addressing all the selection criteria included in this position description.

Applications should be emailed to national.manager@greens.org.au with all attachments prefixed with your name and the subject line: *[your name] – First Nations Support Officer application*.

Enquiries to the National Manager, Brett Constable by phone 0408 593 669 or email to national.manager@greens.org.au

The closing date for applications is **Sunday 9 August**.