

Position Description

Project Officer – Sector Engagement and Innovation - Identified

Position summary

The Project Officer will contribute to the design and development of the cultural responsiveness and trauma informed skills and capabilities of the child and family sector workforce and supports the delivery of training to Aboriginal and Torres Strait Islander community-controlled organisations and non-indigenous services across Australia in metropolitan, rural, and remote settings. This role requires strong organisation, communication, research and project management skills and will work closely with internal stakeholders and external stakeholders to deliver key projects on time, within budget and to a high standard to make a positive impact for Aboriginal and Torres Strait Islander children and their families.

As part of the Programs team, and in accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures, the Project Officer – Sector Engagement and Innovation - Identified reports to the Manager Sector Engagement & Innovation and works closely across the Programs teams.

SNAICC's Programs Unit aims to build the capacity of Aboriginal and Torres Strait Islander community-controlled organisations and mainstream non-government organisations to ensure children have access to high-quality, sustainable, culturally safe, and secure services in the early childhood education and care sector. The primary focus is to support the growth and development of the community-controlled early childhood education and care sector across the country. The Programs Unit works to establish partnerships, provide guidance, and facilitate collaboration between community-controlled organisations and mainstream non-government organisations, promoting cultural safety and inclusivity in service provision. The Programs Unit strives to enhance the accessibility, quality, and sustainability of services for Aboriginal and Torres Strait Islander children, ensuring their holistic development and well-being.

Key Responsibilities

- In collaboration with the Manager Sector Engagement & Innovation, support the design, development, and delivery of high-quality training programs and resources for the child and family sector, including building effective relationships with Aboriginal and Torres Strait Islander and non-indigenous services.
- Support the identification of training and capacity building needs of the Aboriginal and Torres Strait Islander community-controlled sector through engagement both internally within SNAICC and externally with the sector.
- Establish and maintain strong working relationships with key partners, stakeholders and SNAICC member services in programs focus areas.
- Support with the consultation, research, development, and subsequent delivery of new training packages, including integrating new content and national competencies with existing packages to create flexible training that is responsive to changing community needs. This includes online and blended or flexible training delivery models.
- Prepare accurate, clear and informative materials that meet the needs of the intended audience in culturally safe, trauma informed ways.

SNAICC Competency Framework

- Organisational Awareness & Professionalism**
 - 1.2.1 Organisational Awareness
 - 1.2.2 Time management
 - 1.2.3 Ethics
 - 1.2.4 Taking Responsibility
- 2. Community and Interagency Relations**
 - 2.2.1 Networks and stakeholders
 - 2.2.3 Partnerships and collaboration
 - 2.2.4 Knowledge of community
 - 2.2.5 Social Justice
- 3. Communication & Relationship Skills**
 - 3.1.1 Advocacy
 - 3.2.2 Written Communication
 - 3.1.3 Verbal Communication
 - 3.2.5 Interpersonal skills
- 6. Service Delivery**

• Prepare, develop and distribute meeting agendas and minutes for the Project Advisory Groups, • In collaboration with Manager, support the development of contractual reporting requirements including final reports. • Support the team with impact measurement activities.	6.2.1 Reflective practice 6.2.2 Knowledge of Sector Issues 6.2.3 Stakeholder outcomes 6.2.4 Diversity 8. Program & Contract Management 8.2.4 Achieving results 9. Risk Management, Workplace Safety & Quality 9.1.1 Strategy 9.1.3 Risk management
• Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. • Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.	

Significant relationships

EXTERNAL

- SNAICC membership
- Broader Aboriginal and/or Torres Strait Islander family and children's service providers
- Other contractors/ casual trainers
- Funding bodies (govt & non-govt)

INTERNAL

- Community Program Team members
- Members of other SNAICC Teams; Programs, Policy and Research, Child Development and Office of the CEO

Key Selection Criteria

Knowledge & experience

- Broad knowledge and understanding of human rights and issues impacting upon Aboriginal and Torres Strait Islander children and families and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.
- Demonstrated ability to work and liaise with Aboriginal and Torres Strait Islander people and organisations and facilitate their involvement in projects, policies and consultation processes.
- Awareness of trauma informed approaches to Aboriginal and Torres Strait Islander people and communities.
- Excellent project management skills including the ability to work collaboratively with project stakeholders, develop and implement work plans and meet deadlines.
- Excellent writing skills, including demonstrated ability to produce high-quality policy documents, evidence-based reports, submission, and research papers.
- Demonstrated ability to think conceptually and analytically, including the ability to analyse the underlying causes of social and economic disadvantage.
- Excellent interpersonal and verbal communication skills.
- Ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and to seek and offer support as appropriate.

Qualifications & requirements

- Undergraduate Degree or other relevant tertiary qualifications (or equivalent experience)
- Employee Working with Children Check (WWCC)
- Current National Police Check (no older than three months)
- Current Driver's License.
- Considerate travel is required for the role, with intra and interstate, and into remote and very remote communities.
- It is a genuine requirement of this role that it is held by an Aboriginal and/or Torres Strait Islander person. Classified under: Equal Opportunity Act 2010 (Vic), s.12, Anti-Discrimination Act 1977 (NSW), s. 14d, Anti-Discrimination Act 1991(QLD), s.7, Equal Opportunity Act 1984 (SA), s. 56(2),

Anti-Discrimination Act 1998 (TAS), s.41), Discrimination Act 1991 (ACT), s.42d, Anti-Discrimination Act 1996 (NT), s.35(1b(i)).

Who we are

SNAICC – National Voice for our Children is the national non-government peak body for Aboriginal and Torres Strait Islander children and families, and the sectors that support them. Since **1981**, we have been a strong National Voice representing the interests of Aboriginal and Torres Strait Islander children, families, communities and organisations across Australia. Our work focuses on three key areas: research and **policy**, **advocacy** and **sector development engagement and innovation**.

SNAICC is governed by a Board of Directors and a Council made up of Aboriginal and Torres Strait Islander community-controlled organisations and leaders from the early years, child safety, development and wellbeing sectors.



For more information about SNAICC, visit our website and view our [Strategic Plan 2025-2028](#).

Our shared values

- **Cultural safety:** Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.
- **Collaboration & trust:** We value reciprocity and partnerships. We show curiosity rather than judgment and give people the benefit of the doubt.
- **Respect & kindness:** We are all valued and valuable. We communicate with people holistically, recognising their humanity.
- **Accountability & integrity:** We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.
- **Staff wellbeing:** We are committed to the wellbeing of our staff.

Organisational expectations

- Compliance with organisational policy and procedures, including code of conduct.

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.
- Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with Workplace Health and Safety legislation, standards, SNAICC WHS policies and procedures to participate in the achievement of a safe working culture.
- Where appropriate, participate in workplace inspections, accident reporting and investigations and provide information, instruction and coaching.

Acknowledgement of incumbent

I have read and understood the requirements of the position.

Name:

Signature:

Date: