

Position Description

Position Title:	Education Officer
Employment Status:	Full time, 12 months with possible extension pending role review Aboriginal and Torres Strait Islander Peoples are strongly encouraged to apply
Position reports to:	Operations Manager
Location:	Brunswick
Date Updated	22 April 2021

About Reconciliation Victoria

Reconciliation Victoria was established in 2002 following the Council for Aboriginal Reconciliation's recommendation to establish a national body, Reconciliation Australia, and State Reconciliation Councils to carry on the work of reconciliation.

Reconciliation Victoria is the statewide body promoting reconciliation across Victoria. This means that we promote deeper understanding, respect and justice for and with Aboriginal and Torres Strait Islander Peoples. Our work focuses primarily on the 97% of Victorians who are not Aboriginal, as it is non-Aboriginal people who need to take responsibility for driving reconciliation. This work is guided by local Aboriginal Voices.

Like many small organisations, we have the ongoing responsibility of trying to effect change across a broad mandate. We work closely with - and facilitate connections between - local reconciliation groups and other community groups, the education sector, and state and local government partners. We organise the annual HART Awards and statewide reconciliation forums and promote National Reconciliation Week activities across Victoria. We also respond to queries and try to connect individuals up with groups which are already doing work to promote reconciliation in their local area.

Vision

A Victorian identity that reflects our true history, promotes and celebrates Aboriginal and Torres Strait Islander cultures, equity, and self-determination.

The Way We Work

- We acknowledge the power, privilege and racism that shapes relationships
- We develop just, respectful and meaningful relationships with and between Aboriginal and Torres Strait Islander Peoples and other Victorians
- We ensure that the rights of Aboriginal and Torres Strait Island Peoples to self-determination is at the forefront, always guiding our work
- We work with integrity and hold ourselves and others to account

JOB DESCRIPTION

The Education Officer is focused on implementing the Narragunnawali program. The role is responsible for building on and delivering the annual activity workplan and supporting other Reconciliation Victoria projects where they relate to education.

The Narragunnawali: Reconciliation in Education program is a Reconciliation Australia program supporting teachers and educators in schools and early learning services to foster a higher level of knowledge and pride in Aboriginal and Torres Strait Islander histories, cultures and contributions.

The position requires a strong understanding of the schools and early year's sector in Victoria, high level of spoken and written communication, group facilitation and interpersonal skills, project implementation including the capacity to manage multiple projects, competing priorities and developing relationships with a wide range of internal and external stakeholders. Experience in reconciliation or other Aboriginal-related projects or curriculum is desired.

Aboriginal and Torres Strait Islander Peoples are strongly encouraged to apply.

KEY RESPONSIBILITIES	KEY ACTIVITIES
Key Project Activities	<ul style="list-style-type: none"> ● Establish a state-based Victorian Reconciliation in Education Network Group (VRENG) to enable a coordinated approach and demonstrate sector-wide commitment to reconciliation in education across the state ● Deliver quarterly metro and regional presentations about reconciliation in education through face-to-face workshops or online platforms such as webinars
Project Promotion and Engagement	<ul style="list-style-type: none"> ● Promote the Narragunnawali: Reconciliation in Education program by regularly providing current and accurate information to schools and early learning services and to connect them to local place-based resources ● Promote engagement in the Narragunnawali Awards through Reconciliation Victoria communication channels and by supporting deserving schools and early learning services to apply ● Promote and advocate for Narragunnawali: Reconciliation in Education program and Reconciliation Victoria's broader education work
Sector and Community Engagement	<ul style="list-style-type: none"> ● Establish and maintain strong relationships with peak education bodies in Victoria ● Ensure project work is informed by local Aboriginal and Torres Strait Islander voices, teachers and educators ● Liaise with a dedicated Reconciliation Australia Narragunnawali team member to receive up to date information to support reconciliation in education in Victoria
Other key responsibilities	<ul style="list-style-type: none"> ● Support the Reconciliation Victoria team to seek additional funding for Reconciliation Victoria education work to help develop a systemic approach to reconciliation in schools and early years throughout Victoria ● Provide quarterly and annual written reports as required under the terms of the Narragunnawali: Regional Engagement Program Funding Agreement ● Support implementation of a range of projects, including HART Awards, NRW and Forums related to reconciliation in education

	<ul style="list-style-type: none"> Actively contribute to Reconciliation Victoria’s shared responsibilities such as responding to queries from educators and the public, providing event support, external reporting and other requirements as needed.
KEY RELATIONSHIPS	
<ul style="list-style-type: none"> CEO and other Reconciliation Victoria Staff Aboriginal and Torres Strait Islander communities Victorian Reconciliation in Education Network Group (VRENG) Reconciliation Australia Narragunnawali Team Peak school and early years bodies in Victoria, including VAEAI, Department of Education, Independent Schools Victoria, Aboriginal Catholic Ministries and the Catholic Education Commission of Victoria Teachers and early years educators across Victoria Local Reconciliation Groups and networks Reconciliation Victoria members, supporters and general public Other key stakeholders 	
EXPERIENCE	
<ul style="list-style-type: none"> Project management & implementation - experience implementing multiple project activities simultaneously Experience organising and facilitating events and public speaking At least 3-5 years’ work experience in the schools and/or early years sector Experience working with Aboriginal and Torres Strait Islander communities 	
QUALIFICATION & SKILLS	Description
Project Management & Implementation including Workshop Planning	<ul style="list-style-type: none"> Experience organising and developing content for workshops (in particular for education sector) Strategic approach to project management Develops and implements systems and procedures to guide work and track progress Prioritises required activities and manages competing priorities Identifies and/or develops processes, tasks and resources required to achieve outcomes and deadlines Proactively identifies and manages barriers Time management
Communication & Stakeholder Engagement	<ul style="list-style-type: none"> Experience facilitating workshops and meetings, engaging public speaking skills High level written and verbal communications skills Strong relationship building skills with a range of stakeholders High level computer skills – Microsoft Office suite, Skype, Zoom and Google Drive
Other key skills/experience	<ul style="list-style-type: none"> Sound understanding of the historical and contemporary matters concerning Aboriginal and Torres Strait Islander Peoples of and in Victoria



	<ul style="list-style-type: none"> ● Strong comprehension of the Victorian Curriculum and the Victorian Early Years Learning and Development Framework ● Sound understanding of the education sectors in Victoria ● Able to work collaboratively and effectively in a fast-paced small team with competing priorities ● Highly organised with attention to detail
Other requirements (can be confirmed prior to appointment)	<ul style="list-style-type: none"> ● Current Victorian Driver's License ● Current Working with Children's Check ● Current Victorian Police Check
PERSONAL ATTRIBUTES	Description
Teamwork	<ul style="list-style-type: none"> ● Relationships-oriented, strong people skills ● Accommodates and works well with different cultures and working styles of others (within the organisation and externally) ● Collaborates and shares information ● Cooperates and works well with others in the pursuit of team goals ● Shows consideration, concern and respect for others' feelings and ideas
Other key attributes	<ul style="list-style-type: none"> ● Demonstrates values that align with our work and guiding principles ● Willingness and ability to reflect on own values and behaviour related to reconciliation matters and our guiding principles ● Ability to use initiative and work under limited direction while working collaboratively as part of a team ● Flexible and comfortable adapting to competing priorities ● Accountable ● Reflective approach, valuing continuous improvement
BENEFITS	
<ul style="list-style-type: none"> ● This role and related entitlements are outlined under the Social, Community, Home Care and Disability Services Sector Awards ● Above SCHADS Award benefits (including cultural and community care leave, time off in lieu, gifted leave) ● Flexible and safe workplace 	