



POSITION DESCRIPTION – **TEAM MEMBER**

Position Title	Aboriginal & Torres Strait Islander Community Engagement Coordinator	Department	Community Mobilisation Team - Vic
Location	North Melbourne	Direct/Indirect Reports	Volunteers (number to be determined)
Reports to	Community Mobilisation Team – Manager - VIC	Date Revised	February 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0033273

■ Position Summary

The Community Action Coordinator – Aboriginal & Torres Strait Islander Engagement is a state-wide influencer and support to both internal (Red Cross) staff, volunteers and members as well as external partners and community members.

Supported by the Community Mobilisation Manager, the Community Action Coordinator – Aboriginal & Torres Strait Islander Engagement will support the strategic engagement and development of shared activities with Aboriginal and Torres Strait Islander and the Red Cross Victorian Services community.

Working with Victorian services teams this role will enable and empower staff, volunteers and members in good and meaningful engagement to walk and work alongside Aboriginal and Torres Strait Islander communities. The role will coordinate and collaborate on our presence and participation in community activities and also assist in supporting and advising in the participation of Aboriginal and Torres Strait Islander people in Red Cross activities.

This role is will be key to our collaborative activities to live out Red Cross Reconciliation commitments in the Red Cross community, which includes members, volunteers, staff and our networks.

This position reports directly to the Community Mobilisation Team Manager and works closely with the Aboriginal and Torres Strait Islander Project Lead and works alongside various Victorian Services teams to support their community engagement activities.

The role has capacity to sit on the Victorian Wominjeka Aboriginal & Torres Strait Islander leadership team and connect with national initiatives and opportunities.

■ Position Responsibilities

Key Responsibilities

The duties of this role include:

- Enable, empower, support and guide Red Cross staff, volunteers and members to engage Aboriginal and Torres Strait Islander communities
- Strengthen and support Red Cross people and their community connections

- Supporting the development of links with Aboriginal and Torres Strait Islander communities and individuals with Red Cross program and services
- Identify where community links and mutual partnerships can be created
- Develop relationships with key community organisations and stakeholders that lead to community connectedness
- Identify and support activities that support communities to self-organise and drive their own humanitarian action
- Facilitate, support and direct collaborative design or development activities with Aboriginal and Torres Strait Islander communities, Red Cross and other participants
- Work alongside the Aboriginal and Torres Strait Islander Project Leader in the Human Resources team to coordinate community engagement and promote participation in locally-led activities and in cultural awareness training and events

■ Position Selection Criteria

Technical Competencies

- The applicant will be an Aboriginal or Torres Strait Islander person
- Strong ability to be a flexible, positive and collaborative team member
- Sound ability to communicate both written and verbal with a broad range of people
- Demonstrate or be prepared to build positive relationships with Aboriginal and Torres Strait Islander communities, organisations and stakeholders in Victoria
- Experience working alongside Aboriginal or Torres Strait Islander people/communities on activities/partnerships or initiatives
- Demonstrated experience building, managing or coordinating relationships
- Experience in implementing, designing or facilitating the development of new community initiatives or activities or connections
- A strong influencer, communicator and driver of change
- Great interpersonal skills with the ability to work with a diverse range of people
- Experience in working with and supporting volunteers and/or members
- An ability to work collaboratively and work to turn ideas into a reality, will be an advantage

Behavioural Capabilities

- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Managing change** | Demonstrated capability to adapt to, support and manage change in a positive way. Ability to work to overcome challenges arising from change and raise concerns constructively.

- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Valuing voluntary service** | Demonstrated understanding of the benefits of voluntary service and recognises the contribution of volunteers to clients, communities and the organisation.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters