

JOB DESCRIPTION

Aboriginal Families Together Project Coordinator

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: As an organisation we are **Imaginative, Respectful, Compassionate and Bold.**

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

ABOUT THE ROLE

Role Purpose

Uniting's 'Future Horizons' strategy seeks to maximise our impact by designing, piloting and proving up new solutions for some of our communities' most pressing challenges. Our goal is to transform unjust social structures and we see innovation as an important means for achieving this. Aboriginal Families Together is one of our key innovation projects. It is a response to the extenuating barriers faced by Aboriginal families in staying strong and together. Uniting is committed to reimagining the support and services accessible to vulnerable Aboriginal families; setting a precedent for early intervention in Aboriginal communities. [Click here to enter text.](#)

ROLE KEY ACCOUNTABILITIES

As the Aboriginal Families Together Project Co-ordinator, you will have the opportunity to work with two communities across NSW to co-design a community owned solution that will keep Aboriginal Families Together. These communities are Dubbo and Nambucca. As an integral part of the Aboriginal Families Together (AFT) team you will work closely with the newly appointed Project Co-Design Specialist and both field sites who have developed deep connections with community through the provision of playgroups and family support

services. Through these connections, a series of consultations and research over the past 2 years, the field teams have established a strong foundation for progressing co-design.

As the Project Coordinator, your role specifically will:

- Develop an overarching project plan with the advice and support of the AFT Co-design Specialist, Senior Leadership Team and site teams that aims to design and create an Aboriginal Families Together program, testing existing evidence based approaches with applied cultural intelligence, practice inclusion and shared values,
- Steward both field site teams through this plan by iterating the plan as needed and translating the project plan into action plans for the two field sites,
- supporting community engagement, administration, documentation and planning needs across the two sites, including systems and workshops to allow for collaboration and learning,
- Support the development of innovation capability and capacity in each of the two field sites by seeking the advice and support of innovation experts within and outside of Uniting,
- Coordinate the support and advice of other Uniting teams and stakeholders such as Research and Social Policy, Advocacy, Business Development and the Aboriginal Strategy and Engagement Unit,
- Identify ways to transition existing services and operations as the co-design moves into pilot phase. This may include fundraising, tender writing and partnership development,
- Collaborate with experts to prepare an evaluation (including the procurement of external evaluation services),
- Travel regularly between Sydney, Dubbo and Nambucca to develop relationships with regional stakeholders to achieve long-term strategic positioning of the project, working closely with local AFT teams in Nambucca and Dubbo,
- Monitors progressive milestones and performance, and report on this regularly,
- Present and promote the program to attract potential expansion of model to other communities and other supporters.

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate:	Mission, Communities & Social Impact
You'll report to:	Head of Aboriginal Strategy & Engagement

YOUR KEY CAPABILITIES

Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.

- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

Business Acumen

- **Organisational Operation** - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
- **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
- **Develops and Grows the Business** – Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
- **Makes Sound Decisions** – Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

QUALIFICATIONS & EXPERIENCE

Experience:

Typically this role will require 6 or more years' experience in your field of expertise. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas and Project Co-ordinator social change to create an organisation of influence for the most disadvantaged.

- Aboriginality and demonstrated ability to build respectful relationships and maintain successful engagement with Aboriginal people, families and communities
- Demonstrated competence in managing projects, delivering on key accountabilities and achieving milestone outputs and outcomes
- Demonstrated communication, engagement, networking and negotiation skills working with diverse Aboriginal communities, service agencies and other collaborative partners
- Demonstrated competence in maintaining accurate and appropriate records, report writing and ability to source information, collate evidence and data
- Current unencumbered drivers license and ability to travel

Employee Name:		Manager's Name:	
		Title	
Date:		Date:	
Signature:		Signature:	