



24/01/2024

Advocacy & Engagement Manager

Job Description

Reports to: COO
Status: Fulltime
Direct reports: Cultural Lead, Community & Culture Strategic Events and Projects Lead, Community & Culture Programs Coordinator's
Location: Broadford or Alexandra – Negotiable

The Taungurung Land and Waters Council (TLaWC) is the voice of the Taungurung people – a people with a strong sense of shared identity, self-determining in the management of Country and culture.

As a Registered Aboriginal Party, TLaWC upholds the interests of the Taungurung people with emphasis on economic, social and cultural well-being.

TLaWC's focus is to preserve the past, protect the present and strengthen the future of the Taungurung Nation, which occupies a large part of Central Victoria.

This role sits within the Advocacy & Enablement Division. This Division is a multidisciplinary Division at Taungurung Land and Waters Council (TLaWC). The Advocacy & Enablement Division is directed by Taungurung community cultural objectives and strategic priorities in the TLaWC Strategy 2021-2025.

The Advocacy and Engagement unit supports the revitalisation of cultural practice in Taungurung Community and takes guidance from community on priority projects. Including community advisory groups such as; Language Reference Group and Elders Advisory group, and the administration of TLaWC community benefit programs.

Primary Function

The Advocacy and Engagement Manager is responsible for developing and managing a range of community programs that directly benefit Taungurung people and contribute to their social, cultural, and emotional well-being.

Key Duties

-
- Provide Management, leadership and support to the Community and Culture team
 - Work closely with the COO, employees and Taungurung community to develop further community programs and opportunities



- Manage the planning and conduct of community camps and the delivery of specialist programs dealing with such matters as lateral violence and inter-generational trauma
- Lead the development and implementation of community benefits programs (eg the Bringing the Mob Home initiative and Sorry Business assistance)
- Oversee the building and improvement of the members' database and online portal
- Oversee Taungurung's language revitalisation program and the operation of the Language Reference Group
- Seek additional funding sources for TLaWC community projects
- Lead the process of program reporting, review and assessment
- Oversee the convening, functionality and compliance of community advisory groups
- Develop initiatives to increase the health and well-being of the Taungurung people
- Develop strong partnerships with relevant organisations and agencies
- Oversee for the development of school engagement and cultural education programs
- Develop and lead a highly motivated and suitably skilled staff team
- Lead and support implementation of an effective OHSMS through allocation of required resources. Direct and support employees to contribute to the effectiveness of OHSMS.

Role Requirements

- Walking long distances over difficult terrain while carrying equipment
- Ability to lift and/or carry up to approximately 20kgs
- Ability to work for sustained periods in repetitive movements for example bending, kneeling, lifting, gripping
- Tasks that involve a degree of flexibility such as walking on uneven surfaces
- Driving off road across a variety of landscapes and gradients
- Long periods of time spent sedentary at a desk
- Reasonable level of health and fitness required to perform the inherent requirements of the role

Key Selection Criteria

Essential capacities

- Relevant tertiary qualifications, which may include community development, social work, Aboriginal studies, psychology, or other social science
- Demonstrable experience in supervising, leading and coordinating a team across different functions, projects and capacities for the successful achievement of projects
- Well-developed strategic thinking and planning skills
- Demonstrated ability to communicate effectively and sensitively with Aboriginal people
- Ability to work calmly and consistently under pressure, and to prioritize and effectively manage multiple competing work tasks in a demanding environment
- Highly developed and demonstrated communication skills – both interpersonal and in writing



- Knowledge and understanding of the political, social and economic issues affecting Aboriginal Victorians and, specifically, of the provisions of the Traditional Owner Settlement Act
- A high level of competence in digital programs and applications – especially in relation to financial and information management
- Excellent **interpersonal skills** and the ability to liaise, engage, coordinate, and negotiate across stakeholders and collaborators with a wide range of expertise and backgrounds.
- Highly developed verbal and written **communication skills**.
- Demonstrable **management and team leadership ability**.
- Victorian Driver's license

Personal Attributes

1. Good professional judgment and confident decision-making in relation to core duties
2. Strong leadership skills and experience
3. High ethical standards and personal integrity
4. Ability to maintain confidentiality in relation to sensitive information
5. Strong organizing and time management habits
6. A high degree of emotional intelligence

To work with TLaWC applicants must have

- An understanding of the importance of Country to Traditional Owners and the recognition of Taungurung as Traditional Owners
- An ability to communicate sensitively and effectively with Traditional Owners
- A commitment to self determination
- Adherence to the code of conduct

Key Performance Indicators

- To be developed

I _____(Name) understand the inherent requirements of this role

Sign _____

Date _____



