



POSITION DESCRIPTION

IDENTIFIED POSITION - OPEN TO FIRST NATIONS APPLICANTS ONLY

Position Title	Early Years Engagement Facilitator – Regional North West
Salary	\$82,500 plus superannuation and car. Salary packaging available.
Reports to	Early Years Team Leader
Terms of Employment	Fixed-term contract – 24 months
Location	Bendigo / Echuca, with regular travel throughout Victoria

1. About VAEAI

The Victorian Aboriginal Education Association Incorporated (VAEAI) was established in 1976 and aims to increase Koorie participation and positive outcomes in education, training and employment. VAEAI also promotes awareness of Koorie cultures and educational aspirations to the wider Community. VAEAI is a statewide, community-based organisation representing Local Aboriginal Education Consultative Groups (LAECGs) across eight regions in Victoria. LAECGs are the primary source of local advice on education and training matters and participate as equal partners in the planning, development, delivery, monitoring and evaluation of education, training and employment programs at the local level.

In 2016, the Victorian Government and VAEAI launched Marrung - Aboriginal Education Plan 2016-2026 to improve early childhood, school education, and higher education and training outcomes for Koorie people in Victoria. Marrung provides a blueprint for Koorie learners across the life course. VAEAI is the principal partner to the Department of Education in co-designing and supporting Marrung implementation.

Building on this work, the Victorian Government and VAEAI have now launched the **Marrung 2026-2036 First Nations Education Strategy**, which continues the commitment to improving education outcomes for First Nations children, young people, and adult learners across Victoria. The new strategy strengthens the focus on self-determination, cultural safety, community voice, and equitable educational opportunities, ensuring that First Nations learners are supported to thrive throughout their educational journey.

2. Position in Context

The Early Years Engagement Program (EYEP) is a statewide initiative that strengthens the cultural inclusiveness of early childhood services across Victoria. The program builds on the existing work of VAEAI's Early Years Unit, supporting early years providers to enhance their understanding, capability and practice in Aboriginal cultural inclusion. EYEP complements the Department's Koorie Education Workforce initiatives, Aboriginal Best Start, and other Aboriginal community-led, place-based programs.

EYEP Facilitators work in partnership with Early Years Learning Networks to develop local, place-based approaches that connect early childhood teachers and educators with their local Koorie communities. Through these partnerships, facilitators support services to deepen their knowledge of Aboriginal cultures, histories and perspectives, and strengthen culturally inclusive practices within early learning environments.

Located within VAEAI's Early Years Unit and reporting to the Early Years Team Leader, EYEP Facilitators play a vital role in delivering VAEAI's early years priorities. They contribute to a range of programs and initiatives that build sector capability, strengthen community connections, and improve access, participation and outcomes for Koorie children and their families across Victoria.

3. Organisational Responsibilities

The Early Years Engagement Program Facilitator:

- Reports to the Early Years Team Leader
- Collaborates with VAEAI staff to implement, report and develop the EYEP at the local regional level.
- Works with the VAEAI Team to complete urgent tasks as determined by the Executive Management Team.

4. Early Years Engagement Facilitator Responsibilities

The Early Years Engagement Facilitator will:

- Consult with Local Aboriginal Education Consultative Groups (LAECGs), Traditional Owner groups, Aboriginal organisations, Early Years Learning networks (including early childhood teachers, Kindergarten Inclusion Advisors, Executive Directors etc.) and other stakeholders to identify cultural needs and gaps in the delivery of early childhood services.
- Engage with local cultural service providers to understand local cultural resources and professional development opportunities for early childhood services.
- Develop and nurture relationships and collaborations between Early Years Learning Networks, Local Aboriginal Education Consultative Groups (LAECGs), Aboriginal organisations, Traditional Owners and local cultural service providers of Cultural Safety and Cultural Immersion professional development.
- Act as a source of advice to Early Years Learning Networks, Early Years Services, and other stakeholders.
- Provide advice and timely information to the Early Years Team Leader to support the ongoing capacity building of the early years sector to design, deliver and practice culturally inclusive programs and improve access for Koorie families.
- Contribute to the promotion of VAEAI's Early Years programs including the Early Years Engagement Program by attending and participating in relevant meetings, Early Years Learning Networks and other forums, keeping stakeholders informed of specific program implementation, progress and success.
- Support the aims and intentions of the Marrung Aboriginal Education Plan in the early years sector including:

- facilitating and participating in conversations and meetings that improve access for Koorie families and improve cultural inclusivity in service design, delivery and practice in early years services.
- providing reports for VAEAI and Marrung Education Roundtables and Regional Partnership Forums with DET on early childhood outcomes.
- Identify, share and promote models of 'best practice' that clearly demonstrate inclusivity, sharing First Nations perspectives and positive outcomes for Koorie children in early childhood services.
- Work collaboratively with VAEAI's Early Years team and other relevant VAEAI staff to source and create resources that build the capability of early years teachers and educators to provide an inclusive and culturally relevant learning and care environment.
- Maintain a comprehensive regional stakeholder contact database including; Koorie Inclusion Advisors, Early Childhood Quality & Participation Access Managers, Early Childhood Improvement Branches, Executive Directors, Koorie Education Managers, Koorie Engagement Coordinators, Traditional owners, Aboriginal organisations, cultural service providers etc.
- Contribute to and participate in internal and external program monitoring and review activities.
- Complete and submit reports on regional activity and priorities as required.
- Complete regular reporting against the Common Funding Agreement requirements using standard reporting templates.

5. Personal Attributes

- **Community focused:** prioritises the needs of communities, advocates for the best outcomes and follows through with commitments.
- **Analytical:** takes a systemic view when building towards improvements in the sector, reviews data, arguments and opinions before making judgements and reaching conclusions, and is able to present clear and logical arguments.
- **Self-disciplined:** manages own time to achieve outcomes, avoiding distraction and diversions.
- **Resilient:** overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement.
- **Collaborative:** works with others to achieve common goals and inspires trust.
- **Supportive:** listens actively and inspires confidence, demonstrates empathy, and encourages others to attain goals.

6. Key Competencies / Selection Criteria

- A commitment to social justice and a sound knowledge of Koorie culture, community and networks and an understanding of the issues that affect Koorie people, particularly in education.
- Established connections and positive relationships across the Victorian Koorie community.
- Demonstrates an understanding of the unique cultures, perspectives and relationships within and across Koorie communities.
- Well-developed presentation skills with the ability to deliver information/presentations to meet the needs and expectations of a wide range of stakeholders.
- Demonstrated high levels of written and oral communication skills, including consultation, negotiation and report writing skills.

- Ability to develop effective working relationships internally and externally to achieve a common goal
- Highly developed time management skills
- Demonstrated ability to work effectively, independently and as part of a team
- Sound computer skills including good working knowledge of Word, Excel, email and internet.

7. Other

- A willingness to work outside of business hours as required. (essential)
- A current Victorian Driver's License and a willingness to travel. (essential)
- A Working with Children's Check (WWCC) or willingness to obtain a WWCC. (essential)
- Qualifications and/or experience in early years settings and knowledge of early childhood programs. (highly desirable)

HOW TO APPLY

Applications demonstrating your experience and addressing the key selection criteria together with a CV are to be submitted to hr@vaeai.org.au.

IDENTIFIED POSITION

This position is open to Aboriginal and Torres Strait Islander people only. Proof of Aboriginality may be requested.