



Victorian Aboriginal Education Association Incorporated
Position Description

Position Title:	<i>Early Years Engagement Facilitator: Metro North East</i>
Salary:	<i>\$82,500 (Plus Superannuation, vehicle & Salary Packaging available)</i>
Reports to:	<i>Early Years Manager</i>
Terms of Employment:	<i>12 Months (renewable pending funding)</i>
Location:	<i>Northcote</i>

1. About the Victorian Aboriginal Education Association Incorporated (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 aims to promote awareness of Koorie cultures and educational aspirations to the wider community.

VAEAI is a State-wide 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, operation, monitoring and evaluation of education, training and employment programs across Victoria.

2. Position in context

In 2016 the Victorian Government together with VAEAI launched the *Marrung – Aboriginal Education Plan 2016 – 2026* to improve early childhood, school education, and higher education and training outcomes for Koorie people in Victoria. VAEAI, is the principal partner to the Victorian Department of Education and Training, participating in the co-design and supporting the implementation of *Marrung*.

The Department of Education has committed to funding the Early Years Engagement Program (EYEP) to improve the cultural inclusivity of early childhood service providers across Victoria 2024- 2027. The program builds on the existing work of VAEAI's Early Years Unit to support early years services throughout Victoria to build their cultural inclusiveness capability and complements the department's Koorie Education Workforce, Aboriginal Best Start and other Aboriginal led place-based initiatives.

Early Years Engagement Facilitators will work with the Early Years Learning Networks to develop place-based approaches that facilitate the connection between early childhood teachers and educators with their local Koorie community, to build the capability of the early childhood services to deepen their knowledge and practice of Aboriginal inclusion and perspectives in early learning environments.

Early Years Engagement Facilitators sit within VAEAI's Early Years Unit, under the leadership of the Early Years Manager. Facilitators are an important part of VAEAI's Early Years team and make an important contribution to VAEAI's overall Early Years programs and initiatives which support sector capacity building that increases access and positive outcomes for Koorie children and their families.

Early Years Engagement Facilitators will be located in each of the eight VAEAI regions across Victoria.

This role covers the north area of ***Northern Metropolitan Melbourne***.

3. Role Responsibilities

- 3.1 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
- 3.2 Engage with local cultural service providers to understand local cultural resources and professional development opportunities for early childhood services
- 3.3 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
- 3.4 Act as a source of advice to early years services, Early Years Learning Networks and other stakeholders
- 3.5 Provide advice and timely information to the Early Years Manager 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
- 3.6 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

- 3.7 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
- 3.8 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
- 3.9 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
- 3.10 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.
- 3.11 Contribute to and participate in internal and external program monitoring and review activities
- 3.12 Complete and submit reports on regional activity and priorities as required
- 3.13 Complete regular reporting against the Common Funding Agreement requirements using standard reporting templates

4. Organisational Responsibilities

The Early Years Engagement Facilitator will:

- 4.1 Report directly to the Manager, Early Years Manager at VAEAI’s Northcote Office
- 4.2 Collaborate with the Early Years Senior Policy Officer to implement, report and develop the Early Years Engagement Program at the local/regional level
- 4.3 Collaborate with VAEAI’s Early Years staff, Marrung Facilitators and Wurreker Brokers to support LAECGs and community members to support Early Years programs

- 4.4 Represent VAEAI on relevant Committees and at appropriate forums relating to the Early Years as required
- 4.5 Participate in regular VAEAI and Early Years Unit staff meetings, planning forums and in-service training to ensure information and feedback about Koorie Early Years programs are shared and promoted
- 4.6 Work with the VAEAI team to complete urgent tasks as determined by the General Manager

5. Personal Attributes

- 5.1 Community/ client focused: prioritises needs of communities, advocates for the best outcomes and follows through with commitments.
- 5.2 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
- 5.3 Creative and innovative: finds ways to do things better, differently and smarter, able to generate options and ideas
- 5.4 Resilient: overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement
- 5.5 Self-disciplined: manages own time to achieve outcomes, avoiding distraction and diversions.
- 5.6 Flexible: adapts to changing circumstances in the workplace whilst effectively prioritizing work and addressing what is most important.
- 5.7 Positive: is optimistic and remains calm when faced with difficulty
- 5.8 Collaborative: works with others to achieve common goals and inspires trust.
- 5.9 Supportive: listens actively and inspires confidence, demonstrates empathy, and encourages others to obtain goals.
- 5.10 Honest: is reliable, trustworthy, credible and truthful.

6. Key competencies/ Selection Criteria

- 6.1 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
- 6.2 Established connections and positive relationships across the Victorian Koorie community
- 6.3 Demonstrated sensitivity and respect in relation to diversity across Koorie communities and dynamics within communities

- 6.4 Qualifications and/or experience in early years settings and knowledge of early childhood programs
- 6.5 Well-developed presentation skills with the ability to deliver information/presentations to meet with needs and expectations of a wide range of stakeholders
- 6.6 Demonstrated high levels of written and oral communication skills, including consultation, negotiation and report writing skills
- 6.7 Ability to develop effective working relationships internally and externally to achieve a common goal
- 6.8 Ability to work in a fast-paced environment and deliver on targets and timeframes
- 6.9 Highly developed time management skills
- 6.10 Demonstrated ability to work effectively, independently and as part of a team
- 6.11 Sound computer skills including good working knowledge of Word, Excel, email and internet
- 6.12 A willingness to work outside of business hours as required
- 6.13 A current Victorian Driver's License and a willingness to travel
- 6.14 A Working with Children's Check