



POSITION DESCRIPTION

Position Title:	<i>Community Engagement Facilitator</i>
Salary:	<i>\$82,500 (Plus superannuation and car. Salary Packaging Available)</i>
Reports to:	<i>Community Engagement Team Leader</i>
Terms of Employment:	<i>Fixed Term Contract – 24 months (subject to funding)</i>
Location:	<i>Various (with regular travel throughout the State)</i>

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 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 at the local level.

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.

Marrung sets out the blueprint for Koorie learners across the life course from early childhood through to schools, and vocational education and training (including higher education). VAEAI, is the principal partner to the Victorian Department of Education, in co-design and supporting the implementation of Marrung.

2. POSITION IN CONTEXT

The Community Engagement Facilitator will play a key role in VAEAI's efforts to support initiatives related to the Strengthening Self-determination in Education reform directions, by engaging with community members, LAECG's, schools and other relevant stakeholders to develop partnerships

3. Organisational Responsibilities

The Community Engagement Facilitator:

- Reports to the Community Engagement Team Leader
- Works collaboratively with VAEAI staff focused on strengthening self determination
- Provides relevant information to the Policy and Program teams on the strengthening self-determination initiatives.
- Works with the VAEAI Team to complete urgent tasks as determined by the Executive Management Team.

4. Community Engagement Facilitator Responsibilities

The Community Engagement Facilitator:

- Develop and support an overall framework to guide VAEAI staff and LAECG's in the oversight and delivery of Self-determination related activities, initiatives and events.
- Provide regular information and advice to LAECG's on policy, programs, planning and structures relevant to the Strengthening Self-determination in Education reform.
- Co-ordinate and facilitate Koorie Education Campfires.
- Develop and distribute materials and resources to support the LAECGs to effectively provide leadership to and participate in Koorie Education Campfires
- Respond to general inquiries from schools, support programs, and the public more broadly in relation to the Strengthening Self-determination in Education Reform Initiatives.
- Coordinate the development of resources and facilitate the delivery of training to LAECGs to support their participation in the Strengthening Self-determination in Education Reform Initiatives.
- Consolidate information derived from the Koorie Education Campfires to inform and shape the successes, issues, and concerns of the Koorie community in relation to the Strengthening the Self-determination reform initiative at a local and regional level.
- Support the LAECG in their roles on Marrung Regional Partnership Forums, the Central Governance Committee, Ministerial Roundtables, and other forums with relation to the Strengthening Self-determination initiative.
- Support community networking for Self-determination activities, and coordinate community advocacy advice.
- Support schools with establishing connections with LAECG's and other community stakeholders.
- Support LAECG and community members in navigating the reporting racism process.
- Collate data and provide advise on instances of racism reported.

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 sound knowledge and understanding of the Strengthening Self-determination in Education Reform Initiative.
- Knowledge of current Victorian education and training policies, programs and priorities particularly Marrung Aboriginal Education Plan 2016-2026.
- A sound knowledge of Koorie culture, communities and networks and an understanding of the issues that affect Koorie people particularly their participation in education and training
- Exceptional planning and coordination skills
- Demonstrated ability in providing leadership to diverse groups of people to get things done.
- Well-developed skills in establishing and managing stakeholder relationships
- Ability to respond to and advocate for the development of education and training initiatives and activities consistent with the needs and aspirations of Koorie communities
- Ability to participate effectively in networks and community meetings to advance VAEAI objectives in relation to the Strengthening Self-determination in Education Reform Initiative.
- High level written and oral communication skills and ability to present innovative ideas to further the goals of the Koorie community in relation to education and training
- Ability to communicate and work effectively with staff from relevant government departments and educational institutions at all levels.
- Well-developed time management skills
- Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet.
- A current Victorian Driver's Licence and capacity and willingness to travel regularly throughout Victoria.

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.