



Koorie Heritage Trust Inc

'Gnokan Danna Murra Kor-ki'



Project Manager Schools & Student Engagement programs

Aboriginal and Torres Strait Islander people are encouraged to apply.

BACKGROUND

The Koorie Heritage Trust Inc (KHT) is a not for profit Aboriginal community organisation that aims 'to protect, preserve and promote the living culture of Indigenous people from the south-east of Australia'. The Trust also aims 'to bridge the cultural gap between Koories and the wider community'.

From its location in King Street, Melbourne, the KHT cares for a diverse range of culturally significant art and artefacts, houses galleries and exhibitions, carries out a range of educational programs and provides a variety of services for its members. Importantly, the KHT is also a significant and unique tourism asset for Melbourne, Victoria and Australia.

This position will be responsible for two key school/student projects.

The Long Walk's School program, 'Get The Conversation Started', as well as the KHT 'Koorie Youth/Student Engagement' project initiative.

The Long Walk is a charity inspired by Michael Long's walk to Canberra to get the lives of Indigenous people back on the national agenda. The charity works for Indigenous wellbeing by raising awareness and supporting Indigenous projects. 'Get the Conversation Started' program is the principal of four programs conducted by The Long Walk. This new position shall be responsible for the development and implementation of The Long Walk's 'Get The Conversation Started' Indigenous Studies Schools program.

The primary objective of this position is to provide the opportunity for Australian youth to learn about Aboriginal culture and identity, and the promotion of understanding and respect for diverse people and cultures.

BACKGROUND

The successful applicant will work with KHT Education Unit, The Long Walk Project Manager, Victorian schools, Elders, community members and original Long Walkers to coordinate the development and delivery of a schools program that introduces Indigenous studies into schools through the historical event of The Long Walk

The second element of this new Project Co-ordinator role is the KHT Koorie Student Engagement project, which is a new position responsible for the development and implementation of programs aimed specifically at engaging Koorie youth to embrace their heritage and identity.

Each year the Trust delivers education programs to thousands of students about Aboriginal history and culture. This programs primary motivation is to actively engage with young Aboriginal people from the community by providing opportunities to extend their knowledge about Aboriginal culture and build a strong sense of pride in their identity.

DUTIES

- 1.1 Coordinate the development and delivery of The Long Walk's 'Get the Conversation Started' Indigenous Studies in Schools program. Establish and coordinate a 'Project Partnership Committee' with representatives from The Long Walk and Koorie Heritage Trust organisations.
- 1.2 Coordinate the development and implementation of the KHT 'Koorie Youth/Student Engagement' Identity project.
- 1.3 Liaise with the Managers of both KHT Education and The Long Walk Project Manager to develop high quality, culturally appropriate materials/content for delivery of the programs.
- 1.4 Coordinate the training and provision of facilitators to deliver the programs into schools.
- 1.5 Promote and coordinate the programs with Victorian schools / Koorie Community.
- 1.6 Provide project reports to KHT Education Manager and Project Partners.
- 1.7 Deliver KHT Cultural Education programs as part of the KHT Education Team.
- 1.8 All other duties as directed by the CEO within the scope of the employee's skill level and training.

KEY SELECTION CRITERIA

- 2.1 A demonstrated understanding and commitment to Victorian Indigenous culture and society and demonstrated experience in working with and communicating with Indigenous Australian people.
- 2.2 Previous experience in developing and implementing projects/programs in the Indigenous community.
- 2.3 Excellent interpersonal and relationship building skills.
- 2.4 Excellent time management & organisational skill.
- 2.5 Demonstrated ability to lead and work effectively as part of a multi-skilled team.
- 2.6 Highly developed communication (written and oral) and interpersonal skills.
- 2.7 Experience using computer packages including Word, Excel.
- 2.8 The ability to undertake tasks with limited supervision.
- 2.9 A willingness to undertake travel as required.
- 2.10 Education qualifications desirable but not essential.

TERMS

- 4-day part-time position, for two years with continuing option subject to funding.
- Salary package of \$55,173 - \$60,690 pro-rata, inclusive of super and leave loading.
- All new appointments are subject to the successful completion of a three-month probationary period commencing on the date of appointment.
- The KHT covers 9% superannuation contribution and 17.5% leave loading in addition to the base salary.
- The leave entitlement is 20 days per annum for full-time employees and pro-rata for part-time employees. Leave is to be taken at a time agreed with the CEO.

APPLICATION

Please include the following with your application:

- Current CV / Resumé
- A brief response to each of the Key Selection Criteria.
- The names of three professional referees and their contact information.
We will not contact referees until after the interview.

Location: Melbourne, VIC
Salary Range: \$55,173 - \$60,690 pro rata (inclusive superannuation and leave loading)
Employment Status: Four Day a week part-time – 24 months with possible extension subject to funding.
Closing Date: 7 May 2010
Further Information: Application to be sent to Jason Eades, Chief Executive Officer, at ceo@korieheritagetrust.com or by mail to 295 King Street, Melbourne 3000.