



POSITION DESCRIPTION

JOB TITLE:	Community Engagement Officer - Mana Developments
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 12 months full-time
SALARY:	\$80,000- \$90,000 per annum
REPORTS TO:	Lead Consultant Mana Developments

THE ORGANISATION

The Eastern Maar Aboriginal Corporation (EMAC) is a Registered Native Title Prescribed Body Corporate (RNTBC) established under the Native Title Act 1993 (Cth) and registered as a corporation under the Corporations (Aboriginal and Torres Strait Islanders) Act 2006 (CATSI Act).

EMAC was established in 2011 following a positive Native Title consent determination by the Federal Court. This determination granted rights over an area known as PART B, spanning from Deen Maar (Lady Julia Percy Island) in the south to Dunkeld in the north. It is shared with the Western Gunditjmarra Native Title Holders, represented by the Gunditj Mirring Traditional Owners Aboriginal Corporation.

In March 2023, a second positive Native Title Determination expanded EMAC's jurisdiction, covering an extended area from Yambuk to Aireys Inlet in the southwest, reaching Middle Creek and Ararat in the north, and returning south to Dunkeld.

Eastern Maar peoples are those descendants, including by adoption, of the following persons:

- King of Port Fairy and Eliza; Old Jack (father of John Dawson); Charlie and Alice (parents of Albert Austin); Samuel Robinson and Mary Caramut; Lizzie (mother of Frank Clarke); Robert and Lucy (parents of Alice Dixon); Barney Minimalk; Nellie Whiturboin; Louisa (mother of William Rawlings) and Richard Sharp;

and who:

- either identify as being from the eastern domain of the Maar-speaking people and are recognised as being from the eastern domain by the Eastern Maar people;
- or otherwise identify as Maar, Gunditjmarra, Tjap Wurrung, Peek Whurrung, Keeray Wooroong (Kirrae Whurrung), Kuurn Kopan Noot, Yarro Waetch (Tooram Tribe), Djargurd Wurrung, Gulidjan and/or Gadubanud and are recognised as being from the eastern domain by the Eastern Maar peoples.

EMAC is a formally recognized Registered Aboriginal Party (RAP) responsible for protecting and managing Cultural Heritage. The RAP boundaries extend beyond the Native Title-recognized boundaries, including Winchelsea in the east and reaching the furthest point of Landsborough in the north.

As the representative body, EMAC advocates for the collective group, advancing their native title rights, protecting cultural heritage, providing policy advice, and leading key initiatives aligned with the rights, aspirations, and assertions of the EMAC community. They actively strive to enhance the cultural and economic capacity and independence of Eastern Maar citizens by pursuing and implementing their economic and social aspirations, notably through the Victorian Registered Aboriginal Party regime.

PURPOSE OF THIS POSITION

Reporting to the Mana Developments Lead Consultant, the Community Engagement Officer will play an integral role in supporting the initiatives and workflow of Mana Developments, an exciting new enterprise established for Eastern Maar Aboriginal Corporation (EMAC),

Mana Developments drives, in consultation and partnership with Eastern Maar Rights Holders, the development of businesses, products and services from start to end that lift the economic prospects and contribute to the economic independence and increased opportunity of EMAC Rights Holders, an aspiration set by the community as part of *Meerreengeeye Ngakeepoorryeeyt*, the Eastern Maar Country Plan. Mana Developments has been

established to create new business and service lines to meet demands for Eastern Maar's knowledge, experience, and perspectives in the market.

Working closely with the team to contribute to the long-term growth and sustainability of Mana Developments, the position will directly assist with the delivery of cultural awareness training sessions and the development of a training framework with the aim of building the general community's awareness of Eastern Maar culture, history, and perspectives. We're seeking a passionate person who can deliver engaging, insightful, and interactive training. The officer will receive training and support prior to delivering any sessions and will be instrumental in co-developing a cultural awareness training package, including input into the design of modules. The officer will be involved in setting up the room, engaging the learners, as well as distributing materials and evaluation surveys. The officer may assist with other services offered by Mana Developments such as bus tours, walking tours and various cultural experiences tailored to visitors, business and community groups, or schools.

The role will also involve providing administrative support to the Mana Developments team, clients, and visitors. This may involve handling office duties such as managing inquiries and bookings, scheduling training and services, and coordinating Eastern Maar Citizens to help deliver training sessions and other cultural services.

Concurrently the role will focus on engaging with the Eastern Maar Community and stimulating social, economic, and educational activity by identifying and developing Community capability whilst developing ideas to increase Eastern Maar employment by identifying new and ongoing employment opportunities.

KEY ROLES AND RESPONSIBILITIES

Training and Preparation

- Attend training to develop engagement and delivery skills.
- Co-develop content for various cultural services, including cultural awareness training.

Service Delivery

- Deliver training to clients via pre-prepared content.
- Guide, coach and encourage participants to achieve desired learning outcomes.
- Gather constructive feedback on training modules.
- Assist with tour delivery and provide an enjoyable and positive visitor experience.
- Engage with and aid visitors in expanding their understanding of Eastern Maar Peoples, sites, history, and knowledge.
- Provide accurate, informative, and relevant interpretation of sites, objects, and areas.
- Conserve local cultural values (both site and society) and interpret the contemporary nature of Aboriginal culture.
- Ensure Eastern Maar Indigenous Cultural Intellectual Property is always protected.

Administration

- Assist in the management of enquiries and monitoring of inbox, booking enquiries and communications.
- Liaise with Eastern Maar Citizens who deliver cultural services to fill booking requests.
- Provision of pre/post training surveys and data collation, as well as support their analysis and interpretation with Facilitators.
- Contribute to process and system efficiencies and improvements.

Engagement with Eastern Maar Citizens

- Identify and develop Community capability to deliver cultural services on behalf of EMAC and to assist with facilitating appropriate training.



- Focus on value development and incorporating the unique Cultural skills of Eastern Maar Citizens in EMAC's service offerings.
- Assist with the development of services and programs with the Eastern Maar Citizens, in ways that make a difference and build Mana Development's capability.
- Assist with delivering the goals of the EMAC economic development strategy.

General

- Be aware and adhere to *The Privacy Act 1988*, OH & S Legislation and other relevant legislations.
- Be aware and adhere to EMAC Policy and Procedure manuals.
- Be aware and participate in staff performance reviews.
- Attend all mandatory training as required.
- Perform other duties as may be directed or implied from time to time.

KEY SELECTION CRITERIA

ESSENTIAL

- Confidence to present in front of large groups of people with an ability to communicate and engage on sensitive Community issues and collaborate effectively with people at all levels and consider different points of view.
- Demonstrated Cross-cultural skills arising from either community services work with Aboriginal communities and/or life experience.
- Proven success in engaging with people and the ability to share, deliver and promote cultural awareness and foster the development of this in others.
- Strong customer and visitor service and the ability to effectively interact, work and develop meaningful relationships with people of different cultures, ages, and backgrounds.
- Highly developed administration and computer skills and Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines.
- Demonstrated knowledge and in-depth understanding of the impacts of colonisation and good grasp of principles such as but not limited to Aboriginal self-determination, nationhood, and sovereignty.

DESIRABLE

- Knowledge of Eastern Maar people, Country, culture, values, aspirations and customs and experience working with the Eastern Maar Peoples, community and key organisations and stakeholder groups.
- Demonstrated understanding of the regulatory framework in which EMAC operates.
- Light rigid licence or willingness to attain with assistance from EMAC.
- Certificate IV in Training and Assessment or equivalent relevant experience or willingness to attain with assistance from EMAC.
- A Working with Children Check. This process can be facilitated by EMAC.

OTHER POSITION REQUIREMENTS

Offers of employment can only be made once all required probity checks have been completed. These include:

- reference checks.
- The appointment of the successful applicant will be made subject to a satisfactory national police history check. A clear Police Check must be conducted within the last three months.
- Acceptable evidence of their proof of immunisation/vaccination status.
- The incumbent requires the ability to travel regularly for work-related purposes. A current Victorian driver's licence is essential.
- Proficiency in the use of computer and telecommunications technology.
- A request to conduct probity checks does not guarantee that an offer of employment will be made.

Why Join Us

EMAC EMPLOYEE BENEFITS

- Hybrid working arrangements available.
- Paid Christmas break
- Employee Assistance Program
- Four weeks of annual leave
- Mentoring, learning and career development opportunities.

EMAC WILL OFFER

- A friendly and supportive culture
- Work-life balance
- Opportunities for career progression
- Opportunity to experience various teams.
- Professional development opportunities

HOW TO APPLY

To apply please include in your application a CV/resume and cover letter that addresses why you are the best candidate for this position and how your background, experience and skills align with the Key Selection Criteria.

Please ensure your full name is on all attachments and email your application to Bansri Dave, bansri.dave@easternmaar.com.au

Closing date for applications: COB 02 September 2023

If you have any queries about the role, please email bansri.dave@easternmaar.com.au

Identified Role:

This is a designated/identified Aboriginal and Torres Strait Islander appointment. The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic) and s8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic)