



POSITION DESCRIPTION

JOB TITLE:	Cultural Programs Lead, Mana Developments
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE, 24 months full-time
SALARY:	\$95,000 - \$98,000 per annum, plus super
REPORTS TO:	Lead Consultant, Mana Developments
IDENTIFICATION:	This is a designated/identified Aboriginal and Torres Strait Islander appointment.

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, plusland) 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

The Cultural Programs Lead is a dynamic role that will work closely with Eastern Maar Traditional Owners to develop and deliver programs that share Eastern Maar culture with the broader community. The role will raise the profile of Eastern Maar culture and increase understanding about Eastern Maar heritage, cultural practices, values, perspectives, assertions, and the impacts of colonisation on our community.

Key functions within the role include:

- a) Work with Eastern Maar citizens to develop cultural activity programs for clients.
- b) Further develop EMAC's cultural competence learning modules and deliver training to business, community and professional groups.
- c) Help co-ordinate the delivery of cultural activities at sites managed by EMAC.
- d) Support the management of bookings for EMAC's range of cultural services.

The position enables EMAC to respond to the increasing demand for cultural programs and services and the increasing desire within the mainstream community to learn about the Eastern Maar Peoples through their participation in ceremonies, educational sessions, guided walks on Country, tours and other cultural activities.

The position contributes to the ongoing development and sustainability of EMAC's Cultural Services Program, which is a key enabler for Eastern Maar goals of economic independence, strong identity, cultural strength and healthy Country.

This role will sit within the busy Mana Developments division, which has been established to build economic prosperity by providing services and products that generate an income to EMAC and Eastern Maar citizens. Mana means "lift up" in Keeray Wooroong language and the team is focused on lifting up the economic prospects and contributing to the financial independence of Eastern Maar citizens. The work of Mana Developments reflects an aspiration set by the community as part of *Meerreengeeye Ngakeepoorryeeyt*, the Eastern Maar Country Plan.

We are seeking an enthusiastic, motivated and customer-service focused person for the Cultural Programs Lead, who takes initiative and works productively with a low level of supervision.

The preferred candidate will enjoy relating to people and be experienced presenting and delivering training to groups that fulfills an identified set of learning outcomes. They will also have a flair for researching and developing new content to expand our cultural learning programs.

KEY ROLES AND RESPONSIBILITIES

Cultural Activity Programs for Events

Develop programs of cultural activities that are tailored to specific events and audiences (eg. conferences, festivals, school camps and recreational gatherings), which includes:

- Meet with clients to gain an understanding of their requirements, context for cultural programs, etc.
- Liaise with Eastern Maar citizens who specialise in particular cultural activities to develop a program that meets the needs of the client, and ensure they are appropriately briefed and equipped.
- Organise other logistical supports as needed, eg. transport.
- Responsible for hosting and / or co-ordination of EMAC-related activities at events as required.
- Organise feedback mechanisms so EMAC and all involved can continuously improve their service delivery
- Identify additional EMAC citizens who would like to be involved in delivering EMAC's cultural programs such as artists and educators.

Cultural Competence Programs

- Lead the work supported by relevant staff (and training specialists if required) to prepare learning modules that build the cultural competence of business and professional groups to understand, work with and / or provide culturally appropriate services for Eastern Maar peoples.
- Build your knowledge of Indigenous Intellectual and Cultural Property requirements and incorporate protocols as required.
- Build your own cultural knowledge about the history and stories associated with various sites on Eastern Maar Country to share through training sessions, walks on Country, tours, etc.
- Be the main contact for clients who book cultural competence learning sessions.
- Develop quotations for the services requested by clients with the support of the Lead Consultant, Mana Developments.
- Tailor and deliver training sessions in line with the learning outcomes agreed with the client. Initially focus on delivering entry-level content, increasing the number and depth of modules over time.
- Support and encourage participants to learn and enjoy their experience.
- Organise equipment and set up the learning environment / room for indoor training sessions.
- Attain feedback from clients about their learning experience so we can monitor what's working well and where we can improve.

Support with Co-ordination of Programs at EMAC-managed sites

- As EMAC expands its footprint and the locations where it delivers various cultural activities to groups, support the co-ordination and scheduling of activities at these sites.

Support for Bookings Management

- Support the Cultural Services Officer to manage bookings as required. This may involve taking phone calls from clients, responding to emails, entering information into the bookings database, etc.
- Liaise with Eastern Maar Citizens who deliver cultural services to fulfill booking requests.

Professional Development and Support

- Undertake further training to develop your skills in facilitating discussions, presenting to groups, leading groups on Country, etc.

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

- Passion for sharing Eastern Maar culture with broader community.
- Experience organising large meetings and / or events programs.
- Enjoy working with people and feel confident presenting and leading discussions with professional groups of people (eg. 20 people in size). The Cultural Program Lead will be supported to undertake training to further develop their own skills in facilitating discussions, presenting to groups, leading groups on Country, etc if required.
- Experience delivering training to people about Aboriginal cultural topics.
- Knowledge of Eastern Maar people, Country and culture and understanding of the impacts of colonisation.
- Ability to sensitively handle cultural topics and matters with non-Indigenous people, and support people to learn by creating a positive and safe environment.
- Ability to work to timelines, be responsive and cater to booking requests from a range of different clients at any one time.
- A strong customer-service work ethic to deliver value for the fees we charge for our services.
- Highly developed administration and computer skills.

DESIRABLE

- Certificate IV in Training and Assessment or equivalent relevant experience or willingness to attain with assistance from 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.
- A Working with Children Check. This process can be facilitated by EMAC if required.
- The incumbent requires the ability to travel regularly for work-related purposes. A current Victorian driver's licence is essential.
- A request to conduct probity checks does not guarantee that an offer of employment will be made.

WORKING FOR EASTERN MAAR ABORIGINAL CORPORATION

What sets us apart...

- Flexible hybrid working arrangements available.
- Salary Packaging (or Salary Sacrificing) benefits are available in accordance with the ATO-approved rates for Public Benevolent Institutions, currently \$15,900 + Meal Entertainment benefits up to \$2,650 per year.
- Paid Christmas break in addition to 4 weeks annual leave
- Employee Assistance Program
- A friendly and supportive culture
- 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 Monday 03 March 2025, until 11:59 PM.

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)