

Project Lead

Key Position Information	
Job Title	Project Lead
Business Unit	Service Delivery
Location	Sydney, NSW
Reports to	Chief Executive Officer
Status	Fixed Term, Full Time (38 hours / week)
Salary	SCHADS Level 4, Pay point 1 \$80,000 plus superannuation, commensurate with experience (not-for-profit salary packaging available)
Financial Delegation	Category TBC (total budget to be determined)
Direct Reports	Nil

About BlaQ

BlaQ Aboriginal Corporation (BlaQ) is a not-for-profit incorporated Aboriginal controlled organisation. BlaQ is the NSW Aboriginal LGBTIQ+ peak organisation, working to advocate for, support and empower Aboriginal questioning community. BlaQ provides community connection through events and gatherings. We are a community organisation, made up of community members, and are informed by our membership base and community to ensure that Aboriginal viewpoints are included in government policy and reform directions.

Our Vision

We aspire to a society that acknowledges, understands, and values our queer black community, that nurtures, supports, affirms, and celebrates our community and is safe, inclusive, and welcoming. As a NSW Peak Aboriginal Organisation, BlaQ aim to be a voice for Community, to build a platform from where our members can be heard and to advocate Cultural value and self-worth as a people both in Aboriginal Community and as a Queer collective. Queer black people deserve to feel important, valued, and respected; to connect to each other. For queer black people to feel culturally connected and attached to community; to be able to breathe and feel safe in every space they enter, every service they access and feel included in their cultural knowledge and traditions. We want Australia's First Nations LGBTQ, brotherboys and sistergirls to have the resources, opportunities, experiences, and connections to live self-determining lives and live prosperous lives which embrace the lives of their loved ones and communities.

BlaQ Values

- **BELONGING** – To land, To place, To community.
LGBTQ+SB people have held a significant place in our communities from time immemorial and continue our right to belong and be included in cultural knowledge, legacy, and traditions.
- **CULTURE** – It's our birthright.
To celebrate and educate others about our rich history and culture. Ensure the values of our ancestors are respected and our practices continue for our future generations.
- **ACCEPTANCE** – For self, For Kin.
Affirming one's authentic self through the connection of kinships and community. Acknowledging the lived experiences of LGBTQ+SB individuals.
- **RECOGNITION** – Celebrating our place in history and the future.
Our culture is one of celebration and ceremony. Acknowledgement of our ancestors and the barriers they overcame and preparing future generations to prepare for the battles yet to come. We celebrate these victories, the resilience and strength our people embody.

Role Purpose

The Project Lead position is responsible for the management, development, delivery and administration of BlaQ Aboriginal Corporation's partnership programs and projects for community, Government, and corporate agreements.

Position Requirements

- A minimum 2 years' experience in a facilitator role with strong community engagement and project management.
- Relevant tertiary qualification in relevant field.

Function	Accountabilities
Operational	<ul style="list-style-type: none"> ▪ Understanding of the individual projects and programs being delivered under contract by BlaQ. ▪ Preparation of all deliverable materials for each individual project/program. ▪ Conduct research and needs analysis as required to determine suitable activities to achieve intended goals and targets. ▪ Develop and oversee annual project/program calendar, ensuring that programs are delivered as scheduled and reposted against. ▪ Develop project/program resources including hard copy and online, in a timely manner. ▪ Manage the collection, analysis, and reporting of data from each project/program. ▪ Prepare monthly and quarterly reports on each project/program. ▪ Work collaboratively with the Training, Comms and Community team to delivery outcomes. ▪ Undertake other duties within the scope of this role, as directed.
Organisation Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with managers and team members to achieve BlaQ's project objectives. ▪ Consistently acts in accordance with BlaQ's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making. ▪ Comply with BlaQ Policies and Procedures. ▪ Participate in organisational and professional development activities as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer and Managers. ▪ All staff to ensure robust input into activities. ▪ Government, Corporate and Community service organisations. ▪ NGO agencies to leverage support and negotiate opportunities or differences. ▪ Aboriginal community-controlled agencies, including member agencies. ▪ Aboriginal communities to source input and create awareness of program objectives.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Evidenced experience and understanding of project management, including budgeting and funding reporting.
- Demonstrated understanding of the issues facing Aboriginal community and delivery of quality services to meet outcomes for clients in a sustainable and viable way.
- Highly developed presentation and facilitation skills applied creatively in workshops to ensure an interactive and engaging experience for the participants.
- Developed organisation, planning and self-management skills; team building and problem-solving skills, with the ability to work cooperatively and collaboratively in a team-based work environment.
- Strong interpersonal skills, show social and cultural sensitivity, and flexible approach to accommodate the needs of our client base.
- Well-developed organisational and time management skills, with exceptional administration skills and outstanding attention to detail.
- Strong computer literacy with demonstrated experience using learning management systems, Microsoft Office suite and other software as required.

The following are desirable:

- Knowledge and understanding of culture and queer intersectionality.

Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- A valid C-class driver's licence is desirable.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of BlaQ will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.

To obtain a position description please visit our website: <https://www.blaq.org.au>

For further information: please contact Shane Sturgiss shane@blaq.org.au 0405222620

To apply: Address the selection criteria outlined in the position description. Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

Note: if applicants do not address the selection criteria the application will not be considered.

Email applications to: admin@blaq.org.au

Applications Close: COB 26 May 2023