



Position Description

Community and Advocacy Co-ordinator

Key Position Information	
Job title	Community and Advocacy Co-ordinator
Area of Focus	NSW CAPO
Location	Redfern, Sydney
Reports to	Chief Executive Officer
Status	Full Time (38 hours / week) Fixed term contract
SCHADS	Level 4, Paypoint 2
Salary	\$84,178 plus superannuation, commensurate with experience (not-for-profit salary packaging available)
Financial delegation	Delegation TBC
Direct Reports	Nil

About BlaQ
<p>BlaQ Aboriginal Corporation (BlaQ) is a not-for-profit Aboriginal community-controlled organisation. BlaQ is the NSW Aboriginal Lesbian, Gay, Bisexual, Transgender, Queer + Sistergirl and Brotherboy (LGBTQ+SB) peak organisation, working to advocate for, support and empower our Community. BlaQ strives to strengthen community connection through creating safe and inclusive events and gatherings, whilst also advocating that Aboriginal and Torres Strait Islander LGBTQ+SB viewpoints are represented and heard in social policy and reform initiatives.</p> <p>Our Vision</p> <p>We aspire to a society that acknowledges, understands, and values our Queer Aboriginal and Torres Strait Islander Community, that nurtures, supports, affirms, and celebrates the strength, resilience and diversity of our Community. As a NSW Peak Aboriginal Organisation, BlaQ aims 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. We recognise our members deserve to feel important, valued, respected; and connected to each other. We want Australia's First Nations LGBTQ+SB people to have the resources, opportunities, experiences, and connections to live self-determining and prosperous lives, embraced by their loved ones and Communities.</p> <p>BlaQ Values</p> <ul style="list-style-type: none"> • 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.



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Role Purpose

The Community and Advocacy Co-ordinator will be responsible for establishing, implementing, and maintaining active community engagements.

The Community and Advocacy Co-ordinator provides insights and support to BlaQ and NSW CAPO relating to Closing the Gap policy and research matters. The primary responsibility of this position is to provide intersectional insights from communities to the BlaQ CEO, Policy Officer, the NSW CAPO Secretariat, and broader NSW CAPO colleagues in Closing the Gap.

Key Requirements

A minimum 2 years' demonstrated experience working in a similar role; working with community members and organisations to understand key themes and experiences.

Proven ability to participate in communities of practise, lead community initiatives and glean key insights.

Proven ability to build materials, communications plans and / or strategies to advocate for inclusion and equity.

Key accountabilities

Operational

- Facilitate the development of high-quality communication materials for Aboriginal organisations and communities to support understanding of Closing The Gap and other BlaQ initiatives and agendas.
- Develop and implement a communications plan that builds public understanding of and support for the work of BlaQ related to Closing the Gap and other BlaQ Advocacy agendas.
- Disseminate and select appropriate external opportunities for BlaQ to participate in for engagement, research and advocacy.
- Research, plan and deliver community and advocacy activations
- Establish, evolve and apply sustainable and operationally appropriate methods of engaging with and advocating for community.
- Advise internal stakeholders on community engagement activities relating to Closing the Gap and other BlaQ and advocacy agendas.
- Maintain a comprehensive understanding of best practise Aboriginal community engagement.
- Coordinate with other BlaQ community engagement activities to ensure consistency in approaches.
- Organising and managing community engagement activities related to Closing the Gap.
- Establishing ongoing mechanisms to capture information for use in advocacy and strategy development.
- Representing BlaQ in meetings with a range of internal and external stakeholders.
- Coordinate with other representatives in advocacy and community roles within CAPO to ensure community engagement approaches meet the requirements of the Closing the Gap funding agreement.

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	<ul style="list-style-type: none"> • Maintain effective dialogue to ensure BlaQ is fully aware of community engagement approaches and best practise with work relating to Closing the Gap in NSW. • Monitor, measure, evaluate and report on the delivery outcomes and impacts from engagement activities. • Undertake other duties within the scope of this role, as directed.
Organisational 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 successful candidate will be able to demonstrate the following criteria:

- Cultural awareness of and expertise in Aboriginal culture
- Demonstrated experience in all aspects of community engagement and leading advocacy initiatives.
- Demonstrated ability to achieve organisational goals and build relationships through collaboration, partnering and networking.
- Excellent time management skills including working to deadlines in a time-sensitive environment, with high attention to detail at all times.
- Well-developed interpersonal and communication skills and a collaborative mindset.
- Experience working within community, empowering community with knowledge, tools, referrals and resources in a needs-based way.
- Ability to work independently as well as part of a team to ensure timely delivery of allocated tasks to a high standard.
- Demonstrated experience planning, organising and maintaining stakeholder relationships, preferably for an Aboriginal organisation, not-for-profit, community services or government organisation.

The following are desirable:

- Knowledge and understanding of culture and LGBTIQ+ intersectionality.
- High-level written and verbal communication skills.
- Strong governance, record keeping and budgeting skills



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Key Role Dimensions

Decision making

The position holder will operate with a degree of business flexibility but will consult regularly with line manager, external organisations and team members on interdependencies and opportunities to elevate processes and execution of engagements and events.

Budget:

- TBC

Staffing:

- Nil

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.
- Flexible working arrangements may be available

To apply

Apply with Covering Letter and CV, ensuring "Selection Criteria" above are addressed

Email applications to admin@blaq.org.au

For further information please contact Jessica Bouyamourn on jessica@blaq.org.au or call 0490 420 900.

Please note there is no formal closing date for this role, if you are interested, please apply as soon as possible.