Position Number | 0145
Title | Straight Talk Senior Program Officer
Classification | Category 4
Section/Unit | Public Engagement Section/ATSI Porgram Unit
Reports to | Straight Talk Program Coordinator
Location | Melbourne, you may also be required to work at other locations as necessary
Employment Basis | Fixed Term (Short Term Nature of Role)
Hours of Work | 35 hours per week
Suitable for Job Share | Yes
On Call Duties | No
Date Last Reviewed | 01/11/2012

Scope of Position

Oxfam Australia is one of Australia’s largest independent non government organisations focussing on international aid and development. The Public Engagement directorate mobilizes, fundraises and engages the Australian public, donors, policy makers and opinion formers to support Oxfam Australia’s programs, advocacy and campaigning.

Oxfam Australia has a strong commitment to the rights of Aboriginal and Torres Strait Islander peoples and has been working to support self –determination for over 30 years.

The Straight Talk program aims to build upon the capacity of Aboriginal and Torres Strait Islander women to leverage the Australian federal parliamentary system to bring about positive and lasting change. The program also provide an opportunity for Aboriginal and Torres Strait Islander women to exchange ideas, knowledge and experiences with each other and work together to develop strategies to address common issues through a national summit and regional gatherings. We know that the participation of women through all approaches to change – including engagement in political processes and decision making - is critical.

It will be the role of the Senior Program Officer (SPO) to support the Straight Talk Coordinator to deliver the Straight Talk program, the national summit and regional gatherings. The next national summit will be held in the first half of 2016. The SPO will play a key role in designing and coordinating ongoing participant support, communicating the program to internal and external stakeholders, and supporting the monitoring and evaluation of the program.

This PD was reviewed on 01/07/13 for demographic information only. The general content was not reviewed.
1. **Key Responsibilities**

1.1 Support the effective development, coordination and delivery of the Straight Talk program including monitoring and evaluation.

1.2 Coordinate the delivery of Straight Talk regional gatherings: logistics, financial and administrative functions, community consolation and participant liaison. As needed be responsible for liaising with politicians and media.

1.3 Coordinate the participant engagement strategy nationally. Develop and maintain networks, support and information for participants including social media, communications and opportunities for capacity building.

1.4 Coordinate input of the Straight Talk Steering Committee and Aboriginal and Torres Strait Islander women and organisations to:
   - refine the objectives of this program ensuring it is carefully targeted to achieve maximum impact
   - determine a fair and transparent selection process for participants in the program;
   - ensure culturally appropriate and respectful engagement with a diverse range of Aboriginal and Torres Strait Islander women

1.5 Contribute to the analysis and implementation of work aligned to agency priorities, particularly gender and Indigenous people, across the program and contribute to learning across the agency

1.6 Work with the Straight Talk Coordinator to recruit and manage contractors, volunteers and casual employees.

1.7 Support the preparation of submissions and funding proposals to external institutional and individual/group donors where required

1.8 Work with the Public Engagement team to ensure the Straight Talk program has effective communication both internally and externally; including liaising with key staff across the agency and external partners and stakeholders.

1.9 Contribute to the strategic direction of the ATSIPP Unit through attending meetings, sharing learnings and keeping abreast of Aboriginal and Torres Strait Islander affairs

1.10 Other related duties as delegated

2. **Budget**

2.1 Support the Straight Talk Program Coordinator with effective financial administration including budgets for Straight Talk program, summit, regional gatherings and associated projects

2.2 Support Straight Talk Program Coordinator to monitor expenditure against budget, addressing variances as required and fulfill the financial and reporting requirements for external funding sources.

3. **Policy**

3.1 Contribute to planning and policy development in relation to Indigenous peoples
3.2 Assist in implementing gender and diversity policy and processes within the program

4. Human Resources
4.1 The position has no responsibility for the management of paid staff but may be required to recruit, train and supervise volunteers and contractors
4.2 Required to undertake job responsibilities in a manner consistent with equity, diversity, child safe and staff health and wellbeing policies and procedures
4.3 Monitor workload and work environment and take reasonable steps to minimise risks to self and others

5. Knowledge & Experience
5.1 Experience working with Aboriginal and Torres Strait Islander communities, particularly in the implementation and development of programs relating to the capacity building of Aboriginal and Torres Strait Islander women.
5.2 Experience in program/project coordination support including volunteers, contractors, monitoring, evaluation and information management
5.3 Experience with event logistics, planning and implementation including working on large scale and small events
5.4 Supporting teams to implement programs and events including building staff and volunteer capacity through mentoring and training
5.5 Experience in financial administration including budget development and monitoring
5.6 Understanding of Aboriginal and Torres Strait Islander cultures and ways of working
5.7 Understanding of issues relevant to Aboriginal and Torres Strait Islander Peoples

6. Skills & Personal Attributes
6.1 Essential Skills - skills are required in the following areas:
   ● Demonstrated ability to communicate and work with Aboriginal and Torres Strait Islander people in culturally appropriate and respectful ways
   ● Demonstrated program and coordination experience including long term programs and community development initiatives and an understanding of monitoring and evaluation
   ● Ability to manage multiple tasks and meet deadlines
   ● Proven financial and administrative skills
   ● Strong written and verbal communication skills
   ● High level of computer skills

Desirable Skills
   ● Experience facilitating workshops and working with groups
   ● Knowledge of Federal Parliament and the Australian political context

6.2 Personal Attributes
   ● Ability to work autonomously and as a member of a team
   ● Ability to form and strengthen relationships with potential and existing partners
• Confidence and ability to manage sensitive relationships and negotiate different points of view
• Ability to manage multiple relationships and gatherings of large groups of people
• Organised, motivated and able to maintain a the big picture as well as attention to detail
• Understanding of and commitment to Oxfam Australia’s development philosophy, principles and objectives
• Understanding of and commitment to adhere to equity, diversity, child safe and staff health and wellbeing principles

6.3 Personal Values

• Accountability - Able to set clear goals and monitor personal progress against them.
• Empowerment – Capable of having open, honest and respectful dialogue with others, respecting and including partnerships and communities perspectives into our working activities.
• Equality – Work to high ethical standards and treat all people with respect.
• Inclusiveness – Embrace diversity and able to enrich work activities with diverse perspectives.
• Sustainability – Committed to achieving sustainable results in all aspects of their work.

7. Travel

The position requires interstate travel to be part of delivery of Regional Gatherings in addition to time based in Canberra around the time of the National Summit. It is a condition of employment that staff abides by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.