Position Description

Position Number | 145
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Title | Straight Talk Senior Program Officer
Classification | Category 4
Section/Unit | Aboriginal and Torres Strait Islander Peoples’ Program (ATSIPP)
Reports to | Straight Talk Coordinator
Location | Melbourne (preferred), Canberra (considered)
Employment Basis | Permanent
Hours of Work | Full time
Suitable for Job Share | Yes
On Call Duties | No
Date Last Reviewed | 20 April 2017

Scope of position

Oxfam Australia is one of Australia’s largest independent non government organisations focussing on international aid and development. 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 provides 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.

The Senior Program Officer (SPO) will support the Straight Talk Coordinator to deliver the Straight Talk program. The SPO will play a key role in designing and coordinating ongoing participant support, and be the key role in working with the public engagement directorate.

The position will also be required to provide support at Oxfam Australia’s Straight Talk national summits and regional gatherings.

1. **Key Responsibilities**

   1.1 Develop and implement a Straight Talk national participant engagement strategy.
   1.2 Develop and maintain alumni networks, provide support and opportunities for capacity building using social media and communications.
   1.3 Coordinate the delivery of communications for the Straight Talk national summits and regional gatherings, and liaise with Straight Talk alumni to identify and develop content for Oxfam communications and publications.
   1.4 Write and create communications material for the Straight Talk community such as a website, newsletter, blog and social media posts.
   1.5 Provide support for logistics, financial and administrative functions, community consultation and participant liaison.
Contribute to the analysis and implementation of work aligned to agency priorities, particularly gender and Indigenous peoples. Support the preparation of submissions and funding proposals to external institutional and individual/group donors where required.

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

Contribute to and follow internal processes and procedures that maximise internal efficiency and productivity.

Other related duties as delegated.

**Budget**

This position has no responsibility for the formulation and monitoring of organisational budgets.

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

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.

Ensure content is collected and used in accordance with Oxfam Australia’s content and cultural guidelines as well as Oxfam Australia’s Cultural Protocols, Ethical Content Guidelines, ACFID’s Code of Conduct, Images Policy and child protection standards.

Ensure content produced is consistent with Oxfam brand guidelines, Oxfam Australia’s brand narrative and Editorial Style Guide.

This position has no responsibility for the supervision of staff, but may be required to recruit, supervise and train volunteers.

Required to undertake job responsibilities in a manner consistent with equity, diversity, child safe policies and procedures.

Monitor workload and work environment and take reasonable steps to minimise risks to self and others.

All employees are responsible for complying with safe work practices, procedures and instructions in accordance with legislation and Oxfam Australia WHS policies and procedures.

**Knowledge and Experience**

**Essential:**

Demonstrated experience working with Aboriginal and Torres Strait Islander communities, and an understanding of Aboriginal and Torres Strait Islander culture and ways of working.

Experience in supporting the implementation and development of programs relating to the capacity building of Aboriginal and Torres Strait Islander women.

Demonstrated experience in event logistics, including planning and implementation working on large scale and small events.

Experience in developing content for social media, websites, newsletters, or similar editorially-based materials.
6. **Skills and personal attributes**

**Essential:**
- Proven ability to build strong cooperative relationships and work collaboratively to deliver results.
- Demonstrated ability to communicate and work with Aboriginal and Torres Strait Islander people in culturally appropriate and respectful ways.
- Demonstrated program support experience including long term programs and community development initiatives and an understanding of monitoring and evaluation.
- Ability to manage multiple tasks and meet deadlines.
- Excellent communications skills, both written and verbal.
- Strong planning, time management, organisational and project management skills.
- Ability to work autonomously and as a member of a team.
- High level of computer literacy.

**Personal attributes:**
- Confidence and ability to manage sensitive relationships and negotiate different points of view.
- Ability to liaise with, communicate with, and work with a diverse range of people.
- Proven commitment to changing the world (in any positive capacity) is highly desirable.
- Ability to form and strengthen relationships with potential and existing partners.
- Ability to manage multiple relationships and gatherings of large groups of people.
- Organised, motivated and able to maintain 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.

**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.
8. Signatures

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