



Position Description	
Position Title:	Events Coordinator
Location:	Bendigo
Term:	Full time - Fixed term (2 years)
Salary:	SCHADS award Level 3
Reports to:	Program Manager – Member Engagement
Designated Djaara position	<i>This position is designated as a position for Djaara and is covered under Section 83 of the Special Measures Provision of the Equal Employment Opportunity Act (Vic) 2010.</i>

Overview of Corporation

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.

The DDWCAC is also a Registered Aboriginal Party and the sole owner of Dja Dja Wurrung Enterprises Pty Ltd (DDWE) trading as DJANDAK. Our businesses include natural resource management, cultural awareness and tourism.

In 2013, the Dja Dja Wurrung People entered a Recognition and Settlement Agreement (RSA) with the State of Victoria which formally recognises the Dja Dja Wurrung people as the traditional owners for part of Central Victoria. The Dja Dja Wurrung people nominated the DDWCAC as the 'traditional owner group entity' for the purpose of the settlement, meaning it holds and manages the settlement on behalf of the Dja Dja Wurrung people.

Primary Purpose of the Position:

The coordinator will work with the Program Manager – Member Engagement in supporting DDWCAC members and key stakeholders to build supportive trusting relationships and identify opportunities to promote the Cultural and Ceremonial opportunities through cultural events and programs as well as corporate events. Travel within the region will be required.

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421

- Establishing and coordinating regular cultural gatherings and events and providing an opportunity for cultural expression through dance, ceremony, and connection.
- Work with DDWCAC members to deliver and/or develop high quality cultural presentations consistent with the aspirations of the DDWCAC and coordinate the participation of DDWCAC and its members in key events and celebrations including Wirama Shield, Dja Dja Wurrung Cup (Charlton), Bendigo Easter Parade, Welcome baby to country and other events as determined.
- Provide opportunities for Dja Dja Wurrung women, men, and families to come together on Country to connect & establish programs so that Dja Dja Wurrung People are getting out on Country and sharing and building knowledge.
- Develop an annual calendar of events which will maximise the effectiveness of Dja Dja Wurrung events
- Liaise with the communications and relationship manager regarding the planning and promotion of events
- Admin duties which could include managing members register, processing applications and other tasks as directed by the Program Manager

Accountabilities:

- Build strong relationships with existing members.
- Support the facilitation of designated Dja Dja Wurrung corporate and cultural events.
- Perform research to gain deep understanding of different requirements and details of each event
- Plan and organize events, including researching and hiring vendors (catering etc.), booking venues, planning transportation, inviting participants, and creating promotional materials.
- Meet with sponsors, committees, organizations, and executives as necessary to discuss and plan event specifications such as scope, format, budget, administrative details, and special requirements.
- Handle, coordinate and oversee all event operations, including Planning, schedule and organize time slots and speakers/ performers at event's
- Assist the Program Manager who is the first point of contact for members for rights, benefits, operations, and governance queries and information.

Key Selection Criteria

1. The ability to facilitate and encourage stakeholder and community engagement to achieve the objectives of DDWCAC events.
2. Demonstrated event coordination skills and experience in managing multiple priorities with competing deadlines, and the ability to demonstrate initiative, self-motivation, and flexibility.
3. Outcomes oriented, able to deliver on tasks yourself with some autonomy and general oversight from a manager
4. Proactive in connecting with members and responding to member needs.
5. Excellent time management skills including working to deadlines, always attending to detail
6. Ability to operate the usual suite of IT tools including Word, Excel, Teams and PowerPoint.

To work with the Dja Dja Wurrung Group, applicants must have:

1. An understanding of the importance of Country and culture to Dja Dja Wurrung.
2. The ability to communicate sensitively and effectively with Dja Dja Wurrung people, other Aboriginal people, and non-Djaara people.
3. A commitment to Djaara self-determination.

Personal Skills Required:

1. High ethical standards, personal integrity and high degree of self-motivation, including personal responsibility for quality and timeliness of work produced.
2. Proven ability to create and maintain an expectation of trust, respect and confidentiality and the ability to display and enact sound judgment regarding highly sensitive and/or critical issues.

3. A commitment to safe work practices.
4. Excellent verbal, written and interpersonal skills, a courteous and polite manner.
5. Capacity and willingness to accept direction and to work as part of a team in a multi-skilled working environment.

CONTACT

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