



Position Description	
Position Title:	Program Manager – Member Engagement
Location:	Bendigo
Term:	Full time - Fixed term (2 years)
Classification:	<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>
Reports to:	General Manager - Corporation

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 Program Manager - Member Engagement will play a lead role in ensuring the DJAARA members remain aware and involved in all DJAARA-led activities. The position will have a key focus of building long term relationships with members and developing effective and sustainable ways of building on the existing member base. A primary goal is to increase member participation across all areas of the group.

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



sustainable ways of building on the existing member base. A primary goal is to increase member participation across all areas of the group.

The Member Engagement Manager requires strong leadership and to work collaboratively as a team player, be creative and take initiative in developing programs and relationships with Djaara members. Travel within the region will be required.

You must be able to work independently, be exceptionally well organized and have the ability to handle multiple projects concurrently, using excellent judgment while working quickly and efficiently in a changing environment.

This role will undertake the important task of supervising and supporting a number of roles. These roles include a Cultural Events Coordinator and the Language Repatriation team.

Accountabilities

1. Build strong relationships with existing members.
2. Identify barriers to member participation and develop initiatives increase participation across in group activities.
3. Be the first point of contact for members for rights, benefits, operations, and governance queries and information.
4. Manage certain Dja Dja Wurrung corporate and cultural events.
5. Work with others in the Group to increase employment and business opportunities for members.
6. Improve communication methods to ensure members have full access to employment opportunities, for cultural expression and for participation in the DDW Group.
7. Support potential members to become members.
8. Circulate information to members about employment and participation opportunities.
9. Supervise direct reports.

Key Selection Criteria

1. The ability to facilitate and encourage stakeholder and community engagement to achieve objectives of the group.
2. Effective & respectful communication skills including conflict resolution.
3. Event management experience/awareness.
4. Demonstrated project coordination skills and experience in managing multiple priorities with competing deadlines, as the ability to demonstrate initiative, self-motivation, and flexibility.
5. Outcomes oriented, able to deliver on tasks yourself with autonomy and minimal oversight from a manager
6. Proactive in connecting with members and responding to member needs.
7. 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:

- An understanding of the importance of Country to Traditional Owners and the recognition of Dja Dja Wurrung as the traditional owners of central Victoria.
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.



- A commitment to and understanding of Dja Dja Wurrung culture.
- A commitment to Aboriginal self-determination.

Essential Personal Qualities:

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.

Privacy Notification:

DJAARA affirms that the collection and handling of applications and personal information related to your employment will be consistent with the requirements of the Information Privacy Act 2000. All DJAARA staff must comply with the Code of conduct.

CONTACT

Name of the contact at DJAARA

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Name: Cassandra Lewis

Email: Corporation@djadjawurrung.com.au

Title: General Manager – Corporation