



Position Description	
Position Title:	Dumawul Programs Manager
Location:	Bendigo and Central Victoria
Term:	Ongoing
Classification:	SCHADS; Social and Community Services- Level 5
Reports to:	Dumawul Business Manager
Reports	Event Coordinator, Production Assistant

Overview of Dja Dja Wurrung Clans Aboriginal Corporation trading as DJAARA

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA is the Traditional Owner entity of the Dja Dja Wurrung Native Title Full Group. The purpose of the corporation is to further the aspirations of the Dja Dja Wurrung Native Title Holders through the implementation of the Dja Dja Wurrung Recognition and Settlement Agreements. The DDWCAC has responsibilities as a Registered Aboriginal Party that includes: the provision of high-quality policy advice; to provide strategic leadership by developing and leading key initiatives; and to continuously improve the capacity, integrity and independence of the Dja Dja Wurrung Traditional Owners.

Overview of Dja Dja Wurrung Enterprises Pty Ltd trading as DJANDAK

Dja Dja Wurrung Enterprises Pty Ltd (DDWE) is the business solely owned by Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC). Trading as Dumawul, we provide a range of cultural tourism, education and design services aligned to the aspirations and rights of the Dja Dja Wurrung as the recognised Traditional Owners of an area of central Victoria. Dumawul complements the services provided by Djandak in landscape development, natural resource management and environmental conservation, together enabling achievement of the Dhelkunya Dja Country Plan.

Our Values

DDWE's success is attributed to the knowledge and skills of our people. To maintain and exceed current levels of success and to progress with confidence, it is essential that we continue to employ people who are aligned to our values and can commit to these behaviours – *Passionate and Proud, Respect, Accountability, Integrity and Knowledgeable.*

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



Our Vision

To create a high quality, professional and profitable Aboriginal business, that satisfies the client's needs, and the Dja Dja Wurrung people by providing job opportunities, financial security and self-determination.

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) is an Equal Opportunity Employer, with a commitment to merit, equity and diversity in the workplace. It is DDWCAC aim to provide a safe and comfortable workplace that is free of discrimination and harassment.

Scope of Position

The Dumawul Programs Manager will be responsible for managing the delivery of a range of culture-centred business development programs including the Djaara Cultural Competency Program, Cultural Tours Program, and Cultural Consultancies across the creative arts sector

Purpose of Position

To manage the overall delivery of multiple interrelated programs and workstreams including Cultural competency programs, Cultural tours, tour guide training, and Cultural consultancies across the creative arts industry.

Objectives of the role

- Lead program staff and support services to deliver commitments across a diversity of Dumawul programs
- Grow internal stakeholder engagement and create efficiencies in delivering interrelated programs and creative arts projects.
- Support the Manager of Dumawul in preparing and managing budgets, preparing management and performance reports and meeting governance standards.
- With cultural sensitivity build strong and effective internal and external stakeholder relationships, this includes engagement with members, Elders and our customers
- Ensure corporate standards, ethics, policies and procedures are employed effectively through all operations.
- Schedule concurrent programs and workstream activity providing regular budget, evaluation and outcome reports

Reporting Relationships

Reports to Dumawul Business Manager



Key Selection Criteria

- Demonstrated high level Program Management experience (minimum 5 years) preferably in a fast-paced, complex or start-up environment
- Demonstrated ability to successfully coordinate multiple workstreams and deliver high quality services to clients and internal stakeholders on-time and on-budget
- High level communication skills and ability to market programs to a range of stakeholders in delivering cultural competency programs, cultural tourism and cultural consultancy services
- Ability to work as part of a multi-functional team, coordinate and manage trainers, cultural facilitators, event coordinators and customers
- With cultural sensitivity, organise, promote and deliver Dumawul programs and major events
- Demonstrated ability to prioritise workstreams and work effectively on concurrent programs
- Demonstrated performance monitoring skills, including tracking of budgets, success indicators and effective reporting on outcomes

Other Relevant Skills, Knowledge and Qualifications

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

1. An understanding of the importance of Country to Djaara and the recognition of Dja Dja Wurrung as the traditional owners of central Victoria.
2. An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
3. A commitment to and understanding of Dja Dja Wurrung culture.
4. A commitment to Aboriginal self-determination.

Personal Skills Required:

1. A commitment to safe work practices.
2. Capacity and willingness to accept direction and to work as part of a team in a multi-skilled working environment.
3. Understand the [Dhelkunya Dja Country Plan 2014-2034](#) and align everyday practices to advancing the 9 key goals on Dja Dja Wurrung Djandak (country)

Other Requirements

The successful applicant must possess and maintain a current Victorian Driver Licence and be prepared to work predominantly across the Dja Dja Wurrung Recognition and Settlement Agreement Area and other locations (such as Melbourne) from time to time.

Privacy Notification

Dja Dja Wurrung Enterprises Pty Ltd 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.

CONTACT PERSON

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