

| Position Description |                                                                                                                                                                                                                                                                         |
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| Position Title:      | Coordinator - Dumawul Cultural Education & Tourism                                                                                                                                                                                                                      |
| Location:            | Dumawul – 273 - 277 Hargreaves Street, Bendigo                                                                                                                                                                                                                          |
| Term:                | Full Time, Ongoing                                                                                                                                                                                                                                                      |
| Classification:      | SCHADS Award – Level 4                                                                                                                                                                                                                                                  |
| Designation:         | This position is identified as a designated role for Dja Dja Wurrung (Djaara) people under the Special Measures provisions of the Equal Opportunity Act 2010 (Vic) recognising the importance of cultural knowledge and connection to Country in undertaking this work. |
| Reports to:          | Dumawul Events and Opportunities Manager                                                                                                                                                                                                                                |

#### 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.
- Exercise rights under the Recognition and Settlement Agreement on behalf of the Dja Dja Wurrung People.

DDWCAC is also a Registered Aboriginal Party and the sole owner of Dja Dja Wurrung Enterprises Pty Ltd (DDWE) trading as DJANDAK, DJAKITJ & DUMAWUL. Our businesses include natural resource management, food and fiber, cultural awareness, arts 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 Dumawul Cultural Education and Tourism Coordinator leads the coordination and delivery of Djaara's culture-centred education and tourism programs, including the Djaara Cultural Competency Program (DCCP), Cultural Tour Guides Program, and Executive Cultural Immersion Experiences.

Working collaboratively with Djaara facilitators and the Dumawul team, the role supports program co-design and delivery, while contributing to the professional development of cultural tour guides, facilitators, artists, and creatives.



Under general guidance, the Coordinator exercises judgement and initiative to plan, prioritise, and manage program delivery, including logistics and budgets, ensuring high-quality and culturally grounded outcomes.

The successful applicant must possess and maintain a current Victorian Driver License and a Working with Children's Check 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.

### **Key Responsibilities**

- Co-ordinate and at times co-present the DCCP and on-country sessions with experienced Djaara Facilitators
- Support the end-to-end event delivery involving new and existing customers, partners, collaborators and stakeholder groups
- Mentor Djarra Cultural facilitators, tour guides and artists to provide support, advice and contribute to the enhancement of the current resources for the program
- Support the design and support the implementation of growth of sales and marketing initiatives
- Comply with corporate standards, ethics, policies, and procedures are employed effectively through all operations.
- Build strong and effective relationships with internal and external stakeholders
- Engage with family groups across DJANDAK to capture, preserve, and share cultural knowledge, stories, and experiences.
- Represent the organisation at industry trade shows, expos, conferences, and similar events; occasional travel will be required
- Support the program of works including rostering trainers, events management, and feedback reports
- Provide administrative assistance to support the program and the Dumawul Events and Opportunities Manager
- Undertake a range of tasks related to program delivery, adapting to changing needs and priorities.

### **Key Selection Criteria:**

The key selection criteria specified below outline the capabilities required for the position:

- Confident communicator or willing to develop capability, with experience in cultural creative arts, education or tourism preferred.
- Proven project management skills delivering on time on budget
- Strong presentation and delivery skills – able to tell a story, talk to country and art interpretations through a Djaara cultural lens
- Contribute to the development of new program resources and content development
- Ability to learn and follow the Djaara Cultural Integrity Guidelines
- Able to market programs to a diverse range of stakeholders
- Identify and leverage opportunities arising through the delivery of this role to promote, upsell, and cross-sell Dumawul fee-for-service products.
- Ability to work as part of a multi-functional team supporting trainers, cultural facilitators, event coordinators and customers
- With cultural sensitivity, support and deliver Dumawul programs and major events
- Highly organised and able to multitask effectively while supporting multiple workstreams with competing priorities
- Able to apply sound judgement and make informed decisions where procedures or guidelines are not well defined.



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:

- High ethical standards, personal integrity and high degree of self-motivation, including personal responsibility for quality and timeliness of work produced.
- 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.
- A commitment to safe work practices.
- Excellent verbal, written and interpersonal skills, courteous and polite manner.
- 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                                                                  |                                                                                                                                                |
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