

POSITION DESCRIPTION

TITLE:	Red Earth Community Foundation Cherbourg Community Leadership Program Officer	STATUS:	<i>Contract or Part-time fixed term employee .25 FTE (10 hours per week)</i>
LOCATION:	<i>Remote (work from home and in communities)</i>	REPORTS TO:	<i>Red Earth General Manager</i>
START DATE:	<i>August 2023</i>	END DATE:	<i>July 2024</i>
AWARD:	<i>To be determined based on Contract or fixed term employment</i>	CLASSIFICATION:	<i>As per award comment</i>

Red Earth Community Foundation (Red Earth)

At Red Earth, we believe that every individual has the power to create meaningful change. By joining our team, you will be part of a vibrant community of like-minded individuals who are passionate about making a positive impact and building a better future.

Red Earth is a values-based organisation and we encourage applicants who share our values to apply.

VALUES ALIGNMENT

The incumbent is expected to role model Red Earth values in carrying out the role in such ways that deliver the Vision and Mission of Red Earth.

Vision

“Growing an even better Burnett Inland.”

Mission

Red Earth exists to invest in people as a vehicle for change for the betterment of the Burnett Inland

Red Earth’s organisational values include:

- We Care
- We have Courage
- We Collaborate
- We have Commitment

How we operate

- We are open and inclusive
- We have a legacy mindset
- We build capacity and capability for our region
- We are accountable

Ways that Red Earth encourages individuals to be involved

- Time - Volunteering your time and talents to be part of a sub-committees i.e., governance, granting, fund raising or other sub-committees that build an even better Burnett Inland for the future
- Talent - Sharing your ideas with other like-minded people about how to respond to the immediate and long-term needs and opportunities in the Burnett Inland.
- Treasure - Giving some of your treasure (money/resources) today, or working with Red Earth to establish a fund that continues your legacy after you are gone. Red Earth can make your giving impactful through supporting causes important to you.

POSITION DESCRIPTION

Position Summary:

Red Earth Community Foundation (Red Earth) is seeking a dedicated and passionate individual to join our team as Cherbourg Community Leadership Program Officer. This role initially focuses on the design phase of developing and implementing a comprehensive leadership program that empowers and nurtures emerging leaders and builds drought resilience within the Cherbourg community. The Community Leadership Program Officer (CLPO) will support the General Manager in co-designing and assist in establishing a diverse Leadership Program Advisory Group to develop the Cherbourg Leadership Program. You will be responsible for organising community workshops and meetings, gathering feedback and information from community members, assist with co-designing the Cherbourg Community Leadership Program content and align all activities with the program outcome.

Key Responsibilities:

Program Development and Management (Design Phase):

Assist the General Manager co-design a comprehensive Cherbourg Community Leadership Program that aligns with the goals and needs of the Cherbourg community. A leadership program that is designed by Cherbourg, in a way that is culturally appropriate for Cherbourg.

Support the General Manager with the establishment of the Cherbourg Community Advisory Panel (CCAP) that will co-create the modules that collectively will make up the leadership program. A program that will encompass leadership principles, cultural teachings, personal development, community engagement, and relevant skills training.

Collaborate and seek feedback from community elders, community leaders, government and community services, young people and external stakeholders to ensure their support and is relevance and effective.

Workshop Facilitation:

Support the General Manager with arranging meetings, workshops, program sessions , CCAP, and all other activities in relation to this program delivery.

Support the CCAP, through the General Manager, with minute taking, capturing ideas, communicating, setting up meeting or workshop schedules and spaces.

Support the General Manager to establish appropriate communication channels for the CCAP members, be the first point of contact and distributor of timely information to members.

Support the General Manager to ensure that cultural teachings, traditional knowledge, and First Nation perspectives are at the core of the workshops and program content

Program Evaluation and Reporting:

Support the General Manager in developing evaluation tools and mechanisms to assess the effectiveness and impact of the designing stage of the Cherbourg Community Leadership Program.

Implement evaluation tools and processes

Collect and analyse data, feedback, and success stories to measure program outcomes and identify areas for improvement.

Support the General Manager in the preparation of reports for Red Earth Community Foundation board meetings, CCAP members, funders and stakeholders, highlighting program achievements and impact.

Support the General Manager in the preparation of the Co-Designed Cherbourg Community Leadership Program manual and operational logistics.

POSITION DESCRIPTION

Community Engagement and Collaboration:

Collaborate with Red Earth team to promote synergy and alignment of other Red Earth initiatives, in particular between the Cherbourg Community Leadership Program and Red Earth Community Leadership Program.

Actively engage with community members, leaders, young people and external stakeholders to ensure program relevancy and responsiveness to community needs.

Participate in community events, meetings, and committees to represent Red Earth and the Community Leadership Program, as well as build relationships.

General Notes:

Cherbourg Community Leadership Program Officer is employed by Red Earth, supporting and reporting directly to the General Manager.

Participate in Red Earth team meetings and FRRR Future Drought Funds Meetings where required,

The nature of this role will require some flexibility in regard to availability. Cherbourg Community Leadership Program Officer may be required to work outside of business hours to suit the availability of volunteers and community members.

The timing and dates of meetings, workshops and activities associated with the design phase of the Cherbourg Community Leadership Program are to be planned and agreed upon mutually by the CLPO, CCAP and the General Manager.

Cherbourg Community Leadership Program Officer will be engaged as part-time, fixed term employee of Red Earth for up to a 12 Month period from the commencement date.

Cherbourg Community Leadership Program Officer will be required to work remotely (from home and in local community spaces) and attend occasional in-person team meetings.

Cherbourg Community Leadership Program Officer may be required to contribute to inter-community and region-wide capacity building initiatives, and

Act as a local contact point and project advocate.

What Red Earth will provide:

- The resources to support workshops, exploration and activities with communities,
- Workshop and activity plan that can be used as a basis for supporting of communities throughout the duration of the program,
- Community Advisory Panel framework and processed for establishment and resources to support the ongoing coordination,
- Support and advice from content specialists and other partners such as the Australian Rural Leadership Program, in particular facilitators of their Milparanga First Nations Leadership Program,
- Coordination, administration, resource development, finance and logistics support from General Manager and the Administration Officer.
- An operational budget for workshop and community engagement costs, which is supervised and approved by the General Manager,
- Digital processes and systems as required,
- Operational assistance as required to support community processes.

POSITION DESCRIPTION

Skills and Experience

We are seeking people who can bring the following personal attributes, skills and experience:

Essential:

- Experience, knowledge and/or interest in leadership principles, community-led co-design processes,
- In-depth understanding of First Nation culture, history, and leadership principles, with a strong connection to First Nation communities.
- Excellent communication skills, with the ability to engage and inspire Cherbourg Community Advisory Pane members and facilitators.
- Strong organisational and program management skills, including the ability to host and manage community meetings, manage timelines, and meet deadlines.
- Familiarity with evaluation methods and tools to measure program outcomes and impact.
- Ability to work independently and as part of a team, demonstrating cultural sensitivity and respect.
- Skills in computer applications and software for communication, data management, and reporting.
- Well-developed interpersonal skills in working alongside community volunteers and other stakeholders,
- Community development principles –
 - Capacity for listening closely to diverse community perspectives,
 - Ability to work alongside different community members and support their ideas to emerge,
 - Understanding of complex community dynamics, relationships and history,
 - Capacity to work inclusively and bring diverse groups together.
- Ability to work as part of a broader team within Red Earth,
- A high level of energy, enthusiasm, and flexibility, along with a commitment to teamwork and a willingness to learn about and embrace the values and vision of Red Earth,
- Use of Microsoft 365 applications such as Word, Excel, PowerPoint and Outlook along with experience using the Microsoft Teams platform and Zoom;
- Ability to work effectively while managing a range of tasks; and the skill to organise, prioritise and deliver on tasks on a daily, weekly, and monthly basis
- Capacity to work independently with minimal direction and collaboratively in a team environment
- Proven ability to solve problems by collecting the right information, analysing the information, developing a solution, and evaluating the success of the solution
- Ability to work autonomously and with a high level of initiative,
- Capacity to collate community information and data to develop clear and concise community documents,
- Locally based ideally in Cherbourg or at least in the Burnett Inland region,

Desirable:

- Co-design or participatory design processes with rural, regional and remote communities,
- Experience organizing and planing community workshops to develop community driven design and planning,
- Knowledge of systems change approaches and thinking within a community,
- Experience working as a volunteer in a regional community,
- Experience working across a geographically dispersed region that is diverse in industry, culture, demographics, service delivery,

POSITION DESCRIPTION



Application Process

Applicants will be required to submit a resume and cover letter via email to info@redearth.org.au by 9am, 31st July 2023. Applications will be short listed and selected candidates will be invited to an interview in the week between the 3rd - 5th August 2023.

Successful candidates will commence employment around the 7th August 2023 and will be required to attend a 1-day in-person onboarding workshop with General Manager.

If you have any further questions not addressed in the advertising words or position description, please contact the email above.

Application Closing Date: 9am, 31st July 2023.