



## Project Manager

An Identified Aboriginal and Torres Strait Islander role\*

Position status	12 month fixed term contract with likelihood of extension.
Position Type	Full-time
Location	Brisbane
Closing date	08-Nov-2024
Yearly salary	\$95,000 + Super and Fringe benefits
Annual Leave	4 weeks
Contact Person	Sharon Williams

## Organisational Background

SharingStories Foundation works with Aboriginal and Torres Strait Islander communities to protect, maintain and grow languages, stories and cultural heritage. Engaged as a culturally safe partner, we deliver community driven digital arts programs and education initiatives.

We recognise the significant responsibility to enable self-determination, be accountable to Traditional Owners and provide opportunities to strengthen First Peoples' connection to Country.

We are committed to creating a culturally safe environment, where individuals feel safe, valued, and able to celebrate their culture, and spiritual and belief systems.

## Purpose of the role

The Project Manager will collaborate with First Nations Custodians and community members to oversee the development, implementation, and management of creative projects that align with the cultural values and needs of each community partner.

The role focuses on engaging with First Nations custodians, fostering strong relationships and creating opportunities for skill development through mentoring initiatives to deliver culturally appropriate outcomes. The Project Manager will ensure that all projects are effectively coordinated, monitored, and aligned with the long-term goals of Community Partners and SharingStories Foundation.

Applicants must be of Aboriginal descent through parentage and accepted in the community as such. Aboriginality is a genuine occupational qualification and is authorised under Section 14(d) of the Anti Discrimination Act 1997.

## KEY AREAS OF RESPONSIBILITY

- Oversee the day-to-day implementation of community-focused projects, ensuring timelines, resources, and objectives are met.
- Build and maintain strong relationships with local First Nations community members, government bodies, and external partners to support project delivery.
- Prepare regular progress reports, maintain accurate records, and track project outcomes to ensure compliance with funding requirements and organisational goals.
- Monitor project budgets and provide regular updates to the management team on expenditure.
- Ensure that all projects support First Nations self determination and all activities respect and reflect the cultural values and protocols of each community partner.
- Work closely with internal teams to align project activities with broader organisational objectives and provide support as needed.

## EDUCATION, QUALIFICATIONS AND LICENCES

### Essential

- Working Rights in Australia
- Drivers Licence
- Working with Children's Clearance - or ability to obtain one

## SKILLS AND EXPERIENCE

### Essential

- A demonstrated knowledge and understanding of First Nations peoples, societies and cultures.
- An understanding of the issues and diversity of circumstances affecting First Nations peoples in contemporary Australian society.
- Ability to work within culturally diverse environments, ensuring that projects are culturally appropriate and beneficial to the community.
- Experience in planning, implementing, and managing projects from conception to completion.
- Ability to develop project plans, set objectives, timelines, and budgets, and monitor progress to ensure successful outcomes.
- Ability to engage and collaborate with community members, Elders, and stakeholders to identify needs and opportunities for community-focused initiatives.
- Strong skills in liaising with a range of internal and external stakeholders, including government agencies, non-profits, and local businesses.
- Strong problem-solving skills and ability to adapt plans as needed.
- Ability to bring creative and innovative ideas to projects that align with community values and aspirations.
- Experience in developing projects that reflect community identity, such as cultural, artistic, or economic initiatives.
- Excellent verbal and written communication skills, with the ability to communicate across different levels and backgrounds.
- Ability to provide clear reporting on project progress, challenges, and outcomes to Senior Management and stakeholders.
- Strong organisational skills with the ability to manage multiple tasks, deadlines, and resources.
- Commitment and ability to travel between 12 to 14 weeks per year to different Communities nationwide.

To be considered for this position, applicants are asked to submit/email a resume and cover letter (no longer than 2 pages) addressing the SKILLS AND EXPERIENCE section above to [sharon@sharingstoriesfoundation.org](mailto:sharon@sharingstoriesfoundation.org)

**\*NB Applications that do not address the SKILLS AND EXPERIENCE section will not be considered. Applicants who are not of Aboriginal or Torres Strait Islander descent through parentage and who are not accepted in the community as such will not be considered.**

To learn more about SharingStories Foundation please visit our website [www.sharingstoriesfoundation.org](http://www.sharingstoriesfoundation.org) and our education website [www.jajoowarrngara.org](http://www.jajoowarrngara.org)

**Applications close Friday 8 November 2024 with the view to commence the position with SharingStories after December 2024.**