

POSITION TITLE:	Deputy Chair, Reconciliation Action Plan (RAP) Working Group. Identified position. *
PROGRAM/DEPARTMENT:	CEO Office
AWARD CLASSIFICATION:	Band/Level: Band 4.1 – 4.4 dependent on experience plus superannuation Social, Community, Home Care and Disability Services Award 2010 Modern Award MA000100
DATE APPROVED:	30/7/2021
APPROVED BY:	Chair, RAP Working Group, Concern Australia Board Member

Concern Australia is a grassroots welfare organisation that emerged out of the work of the Rev. Dr John Smith, who also nurtured the growth of the God's Squad Christian Motorcycle Club in the 1970s. Today we work with young people and children aged 5–25 years, creating opportunities for them to live, learn and earn better and create the space for them to live life to the full.

Mission: Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

Vision: An Australia in which young people and children have HOPE for a successful and positive life.

Values: Faith ♦ Integrity ♦ Respect ♦ Belonging

Our work focusses on developing and delivering innovative and life-changing services and programs in the areas of: Living, Learning & Earning; Housing & Homelessness; and Youth Justice. Each year we connect with 30,000 vulnerable young people across Australia through the following activities:

Living, Learning & Earning

- Values for Life: Seminars and workshops within primary and secondary schools to 25,000 students, parents and teachers across Australia.
- Hand Brake Turn: Pre-vocational automotive training to 80 young people per year across two locations.
- fiXit automotive: A social enterprise born out of Hand Brake Turn that offers detailing, servicing and repair of vehicles while providing employment to young people.
- Jobs Victoria Advocates aim to assist Victorians to prepare for and secure employment through the provision of valuable information, referral and connection to available resources and supports.

Housing & Homelessness

- Inside Out: The provision of out-of-home care and targeted care packages (TCPs) in partnership with the Victorian Government's Department of Families, Fairness and Housing through an enhanced lead tenant/live-in mentor program offered to young people living in 14 properties across metropolitan Melbourne.
- Steps Outreach Service: Support for young people, children and their families through the provision of long-term relational and practical support, including advocacy, referral and material aid.

Youth Justice

- Chaplaincy and support services for young people at the Malmsbury Youth Justice Centre.

POSITION OBJECTIVES

*This is *(Aboriginal and/or Torres Strait Islander identified position).*

- Work collaboratively with the Chair to effectively lead the RAP Working Group to:
 - Review and finalise Working Group Terms of Reference.
 - Draft and finalise Concern Australia's first Reconciliation Action Plan (RAP).
 - Oversee the implementation of the RAP.
 - Review the implementation of the RAP and prepare for future RAPs.

KEY RESPONSIBILITY AND DUTIES

- Play an active role in the recruitment and selection of RAP Working Group members.
- Schedule and co-chair the regular RAP Working Group meetings.
- Ensure RAP Working Group members have a clear understanding of tasks and deadlines.
- Work with the Chair to provide status reports to Concern Australia Board and Executive and Reconciliation Australia.
- Maintain relationship with Reconciliation Australia.
- Facilitate external relationships.
- Work with the Chair to ensure the Working Group is a culturally safe space for all members to contribute ideas and to go on their own learning journey.
- Collate the collective work of the RAP Working Group and work with the Chair to draft the RAP according to Reconciliation Australia requirements and guide it through the Reconciliation Australia review and approval process.
- Work with the Chair to ensure Concern Australia Board invests in the effective implementation, monitoring and evaluation of the RAP.

Other: Duties beyond the scope of this position description but in line with an incumbent's skills, competencies and training, may present from time to time. Reasonable requests for such duties to be discussed and agreed with line manager and executed accordingly.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

We are seeking a First Nations young person who can bring the voice of First Peoples and young people to the process of developing Concern Australia's first Reconciliation Action Plan. As such, we want you to have:

- Knowledge and understanding of the historical and contemporary issues affecting Aboriginal and Torres Strait Islander people.



- Experience or engagement with Aboriginal and Torres Strait Island people or communities.
- Understanding of the challenges facing Aboriginal and Torres Strait Islander young people
- A commitment to advocating for the self-determination and prosperity of Aboriginal and Torres Strait Islander young people.
- Ability to work independently and collaboratively, managing priorities effectively to ensure successful RAP development, approval and implementation.

SECURITY CHECKS, LICENCES AND OTHER INHERENT REQUIREMENTS

- Satisfactory National Police Check and International Police Check (if applicable).
- Valid Working with Children Check or relevant Victorian Teaching Registration.

The position will only be open to Aboriginal and/or Torres Strait Islander applicants. Concern Australia considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under s 20(d) of the Racial Discrimination Act 1975 (Cth) and s 28 of the Equal Opportunity Act 2010 (Vic).

INHERENT PHYSICAL REQUIREMENTS

Concern Australia has a duty of care to all workers. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things.

Prolonged sitting: computer work, data entry
Occasional standing: filling, photocopying & scanning
Occasional bending, reaching and holding
Occasional walking, climbing stairs
Manual handling: occasional lifting & pulling
Occasional work in isolation
Occasional driving

KEY SELECTION CRITERIA

These are the things you need to be able to demonstrate to be the successful applicant for this role.

Essential

- Demonstrated ability and experience that enables you to ensure the voice of young people, and First Nations perspectives, are prioritised in the development and implementation of the Concern Australia Reconciliation Action Plan.
- Knowledge of working with Aboriginal and Torres Strait Islander communities.
- Awareness of community engagement principles and practices and an understanding of the issues that affect Aboriginal and Torres Strait Islander peoples, particularly young people.



- Ability to build positive and effective working relationships with local Aboriginal and Torres Strait Islander communities and other stakeholders.
- Demonstrated interpersonal and communication skills, including the ability to share, deliver and promote awareness and an ability to advocate for social justice outcomes for the communities you represent.
- Demonstrated time management skills and ability to meet deadlines.

Desirable

- Experience working or volunteering in a community-based program setting.

CHILD SAFETY COMMITMENT

Concern Australia is committed to providing child safe and protected environments in all its activities and programs and has a zero tolerance approach to child abuse or exploitations. Contact and working with children is a critical responsibility. Children have the right to be safe and protected. All employees are required to have a valid Working with Children Check, National Police Check and International Police Check (International Police Check where applicable).

Supervisor Name: _____

Signed: _____ **Date:** _____

Employee Name: _____

Signed: _____ **Date:** _____