



Together For Humanity

Position title:	Indigenous Education Officer (IEO) - First Nations Identified Role
Reports to:	Education Manager (EM)
Employment Type:	Part time – 2 or 3 days a week. 18 month contract with possibility of renewal
Location:	Flexible work locations: Working from home and in schools in QLD. Occasional interstate travel is a requirement of this role.

About Together for Humanity

Together For Humanity (TFH) provides educational services for students, teachers, and school communities with the goal of increasing intercultural understanding via a range of experiential learning workshops, presentations and projects within school settings. We do this in collaboration with schools and other organisations to create high quality cross-cultural and inter-faith learning experiences that foster goodwill between people of different faiths and cultures.

Our Mission

Together for Humanity fosters Australian school students' interfaith and intercultural understanding, and, in doing so, brings communities together.

This is an Identified Position

The role of Indigenous Education Officer

The Indigenous Education Officer (IEO) position has been created with funding from a Commonwealth grant, with the hope of renewal in July 2025.

As the IEO you will:

- Co-develop programs, through consultation with the EM and input from the Chief Executive Officer (CEO), education team members and other stakeholders highlighting Indigenous cultures, spirituality and history
- Train facilitators in the delivery of the programs, including facilitators in other states
- Coordinate the advertising, delivery and increased engagement of programs across a range of metropolitan, regional and interstate settings
- Provide support and guidance to education team members and collaborate with team members in other states.
- Support the implementation of our overall education and engagement strategy

Key Responsibilities

- Provide advice in the development of programs with an Indigenous focus, to students (including students from marginalised communities), that support First Nations cultural awareness in all students/teachers, and reflect the TFH educational approach, to a high level of quality and professionalism.
- Assist with the evaluation and feedback procedures to guide practice and ensure student and teacher engagement and quality is maintained.
- Develop and implement strategies (in collaboration with the TFH team) to promote and increase the take-up of TFH programs both face-to-face and online and build TFH profile within the education sector.
- Provide advice and support particularly relating to an Indigenous perspective to TFH Education team members by attending meetings and planning sessions.
- Attend other programs, when required, as a casual presenter. This includes being a guest speaker at TFH fundraising events and other community forums.
- Liaise and network with First Nations peoples and communities to collaborate and promote TFH.
- Provide advice to TFH on protocols for interacting with the Aboriginal community in relation to staff and Aboriginal students in the school and Aboriginal education activities.

Champion the values of TFH

- Flexibility and adaptability that encourages creativity and innovation
- Commitment to achieving work goals and deliverables
- Acceptance and dignity for all - a willingness to work and communicate in a mutually respectful way with our diverse team of staff, presenters, volunteers and stakeholders
- Collaborative, team player that is willing to learn within a diverse team and modes of operation
- Be accountable – be ethical, professional and act with integrity
- Actively demonstrates professionalism throughout the organisation and is viewed by others as a leader within the organisation, highly trustworthy and credible

Other accountabilities

- Ensure that all activities are conducted in line with grant commitments, in compliance with the guidance of the Education Manager (EM), the Chief Executive Officer (CEO), and those to whom authority is delegated in line with TFH's accountabilities
- Engagement with parents and community groups at suitable opportunities such as celebrations at the end of the program or community specific training events
- Oversee and assist with the maintenance of records about activity, communication with schools, and assist the EM in the preparation of reports to the Board and Committees as necessary

- Develop relationships and communication with key internal and external stakeholders within the education sectors e.g., school principals, teachers, religious and Indigenous communities in the development of content and delivery of programs.
- Liaise with educators in our interstate partner organisations and other stakeholder organisations to advance collaboration where appropriate.

Essential Requirements

- Tertiary qualifications in the education field or similar or relevant equivalent professional experience and training
- Demonstrated experience in educational design to support the development and delivery of our programs
- Strong relationships with First Nations communities
- Highly organised and self-motivated with excellent interpersonal and teamwork skills
- Strong oral and written communication skills
- Relevant Police and Working with Children clearances
- Driver's License

This is a First Nations Identified role only open to Aboriginal and Torres Strait Islander peoples.

The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), s 12 of the Equal Opportunity Act 2010 (Vic) and s 27 of the Discrimination Act 1991 (ACT).

To Apply

To apply, send a **Cover letter addressing the Essential Requirements + a copy of your CV** to Ray ray@togetherforhumanity.org.au

Contact Ray with any questions you may have ray@togetherforhumanity.org.au