

18 December 2023

First Nations Justice Program Manager

Overview

We are hiring a First Nations Justice Program Manager to build the power of First Nations-led campaigns and movements for justice and self-determination. ***This is an identified role suitable for Aboriginal and/or Torres Strait Islander applicants only.*** Key details:

- 12-month fixed-term role, ideally starting in early March 2024 onwards. Potential for this role to become permanent
- \$100,000 - \$110,000 (pro rata if part time) plus 11% superannuation
- Full time (1.0 FTE), option to negotiate 0.8 FTE or 0.9 FTE
- Nationally-focused role, where working from home/remote work is possible
- Please apply as soon as possible. We will close this recruitment process upon finding the ideal candidate

We are looking for a values-aligned First Nations Justice Program Manager with experience in project management, written communications, and facilitation to support the Australian Progress First Nations justice team to deliver on our strategic goals. You may have staff management responsibilities and potentially a number of contractors, volunteers, and short-term staff reporting to you, and a range of projects that aim to build the advocacy capacity of First Nations campaigners, organisers, community leaders, organisations, and grassroots movements.

About Australian Progress

Australian Progress plays a unique role in building the capacity of social change organisations and movements to advocate and win. We are a small, dynamic, and growing team (of currently 13 staff) with a big impact. We are building a civil society where organisations and movements are capable, connected, innovative, and centring lived expertise to advocate and win systemic change. We draw on global best practice to:

- **Transform the skills of community leaders** – equipping them with cutting-edge leadership and advocacy skills.
- **Foster community and connections** – building relationships, sharing knowledge, and inspiring courage in those we bring together.
- **Drive shared action** – catalysing new ideas, funding, research, and strategic support.

The First Nations Justice Program Manager will work alongside the First Nations Justice Director and the First Nations Community Organising Lead to deliver some of our major events and projects, such as:

- [Passing the Message Stick](#) - a groundbreaking message research project on First Nations justice and self-determination, run in partnership with Getup and Dr Jackie Huggins AM.
- [Common Threads](#) summit for 300+ First Nations campaigners, organisers, and advocates to gain campaign skills and connections, hosted with the above partners.
- A range of other **projects, trainings, and events for advocates** to build skills and capacity in media, campaigning, digital organising, management, and community organising.

Our values are:

- **Equity and justice** – We actively centre voices of impacted communities and explicitly oppose racism, sexism, ableism, classism, and queerphobia. We commit to holding ourselves accountable, welcoming feedback and learning and changing our approach when we get things wrong.
- **Courage** – We're courageous and ambitious. We boldly pursue our vision for systemic change and celebrate wins along the way. We embrace challenging conversations and perspectives and actively speak out against structural injustice – encouraging others to do the same.
- **Generosity** – We generously share our time, knowledge and resources, and value the time and dignity of those working alongside us to realise our shared vision. We treat others with respect and compassion, and work actively to improve the safety and inclusivity of learning and collaboration spaces we convene.
- **Collective power** – We value diverse roles in our movement, respect different theories of change and believe deeply that together, we're more than the sum of our parts. We nurture connections and collaboration, to build intersectional, people-powered movements and campaigns.

About the role and responsibilities

This is a newly created role for someone who will work closely with and enable our First Nations Justice Director to develop and deliver Australian Progress' First Nations justice strategy and high impact work in alignment with our vision, mission, and values.

Key responsibilities:

- 1. Play a leading role in delivering Common Threads Summit 2024**, including:
 - Manage workflow across the project, including setting timeframes, goals, activities, budgets, and communications strategies.
 - Drive program and content development, in consultation with the Steering Committee and the First Nations Justice Director.
 - Proactively identify and engage speakers and facilitators, and provide facilitation at the summit.
 - Ongoing relationship management of existing stakeholders such as sponsors and partners, as well as managing short-term staff, volunteers, and contractors.
- 2. Contribute to the development and implementation of the First Nations justice strategy:**
 - Contribute to the development of the First Nations justice strategy.
 - Lead the implementation of major initiatives within the strategy, including planning, content and program design, and delivery.
 - Support First Nations capacity building through existing projects led by Australian Progress (e.g. short trainings, fellowships, Progress Labs etc.) by contributing to program design, facilitation, and recruitment as required.
- 3. Stakeholder and relationship management:**

- Develop, maintain, and manage key stakeholder relationships including partnerships, sponsorships, and with First Nations campaigners, organisers, community leaders, organisations, and grassroots movements.
- Engage in high impact stakeholder engagement, such as drafting key communications messages, writing emails to the First Nations subscriber list, and organising and facilitating events, workshops, and webinars.

About you

Our ideal applicant will bring experience in stakeholder engagement and existing relationships within First Nations communities at a national level. You will have significant experience in project and staff management, excellent written and verbal communication, and facilitation skills.

This is an identified role suitable for Aboriginal and/or Torres Strait Islander applicants only. We strive to apply a justice lens to all our work and strongly encourage people with disability, people from low-socioeconomic backgrounds, and LGBTQIA+ people to apply.

The filling of this position is intended to constitute a special opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 12 of the Equal Opportunity Act 2010 (Vic) and s 8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic).

Australian Progress considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this position under sub-s 26(3) or s 28 of the Equal Opportunity Act 2010 (Vic).

We encourage you to apply even if you don't have all of the relevant skills and experience.

Key selection criteria:

- **You're an Aboriginal and/or Torres Strait Islander person**, passionate about building the advocacy capacity of First Nations campaigns and movements.
- **High level project management skills** – ability to manage complex projects with shifting priorities, drive results in line with strategic priorities, and implement budget and evaluation systems.
- **Communication** – confident communicator and an experienced writer. You have the capacity to adjust communication according to context for different audiences, and a demonstrated capacity to work with a wide range of people and campaigns.
- **Facilitation or capacity building** – an ability to facilitate training or events, creating a supportive and collaborative environment to build skills and capacity.
- **Values alignment** – interest in social change and a commitment to justice.

Desired attributes:

- **Sector experience and relationships, or stakeholder engagement experience** – understanding of and experience working within First Nations communities and/or the Australian for-purpose and civil society sector, including strong working relationships. Relationship building and stakeholder engagement skills.
- **Leadership** – experience with people management, mentoring, and developing staff.

- **Content development** – experience in developing content and programming for events and trainings.

Remuneration

The salary offered for this role is \$100,000 - \$110,000 (pro rata) plus 11% superannuation. The salary will be determined on the level of experience you bring and the level of responsibility you take in leading this work.

Additional information

- The role will be offered as a 12 month contract, with the likelihood of permanency subject to funding.
- Australian Progress team members are based predominantly in Melbourne and NSW. We will consider applications from candidates around Australia, and are open to hiring someone interested in a long term remote work arrangement.
- Interstate travel will be required for major events and planning days.
- We have recently finalised an in-principle agreement for our first Enterprise Agreement that will come into effect in a staged approach through early 2024. We offer a range of above Award conditions including flexible work arrangements, 15 days personal leave and 8 RDOs per year, Sorry Business and First Nations Cultural leave, 16 weeks fully paid parental leave (after 12 months of service) for any gender parent, Gender Affirmation leave, extreme weather leave and climate impact provisions, annual training and development allowance, wellness provisions, and more.

How to apply

To apply, please submit a CV (of no more than three pages, including two referees) and cover letter (of no more than one page) in response to the following questions:

1. What are the top 3 qualities you will bring to the role, reflecting on the key selection criteria (and the desired attributes where applicable)?
2. What is your experience working with First Nations people, community organisations, and grassroots movements?
3. Why are you interested in this role and what about this role do you think will challenge you the most?
4. Why do you think it's important to build the capacity of First Nations-led advocacy?

Please email your application to the Acting Co-Executive Director and First Nations Justice Director, Millie Telford, on millie@australianprogress.org.au using the subject heading "Application: First Nations Justice Program Manager".

Please apply as soon as possible. We will close this recruitment process upon finding the ideal candidate.

For further information, or a confidential conversation about the role, please contact Millie, on millie@australianprogress.org.au.