

## RAP Engagement Officer

Job no: 985054

Work type: Fixed Term (Full Time)

Location: NSW

Categories: Community Services

- 24 month fixed-term contract opportunity with full-time or part-time hours
- Implement a 2-year Reconciliation Action Plan for Aboriginal & Torres Strait Islander people
- Competitive remuneration and additional not-for-profit salary packaging benefits

### About Us

Mission Australia is a non-denominational Christian charity that has been helping vulnerable Australians move towards independence for more than 160 years.

Every day we support people nationwide by combatting homelessness, assisting disadvantaged families and children, addressing mental health issues, fighting substance dependencies and much more.

We're generously supported by our funders, partners and tens of thousands of everyday Australians, who make the work of our tireless volunteers and staff possible.

### Your Opportunity

We are seeking a passionate and driven individual with extensive experience with Aboriginal and Torres Strait Islander people and communities to join us on a 24 month fixed-term contract on a full-time or part-time basis as our **RAP Engagement Officer**.

With a matrix reporting line to the CEO and a nominated Executive, you will be instrumental in the facilitation of organisation-wide change management and will be responsible for the consultation, engagement, project management and overall achievement of our two-year Reconciliation Action Plan.

In this varied and purposeful position, you will have access to some project coordination support and will be a key driver in embedding the RAP initiatives across our geographically-dispersed and diverse organisation.

Your key responsibilities will to:

- Act as a central point of contact and coordination for all RAP commitments by working with each person/department responsible for actions and deliverables
- Maintain all implementation documentation and facilitate RAP reference group meetings and steering committee meetings
- Maintain all risk registers and project management documentation and external reporting to agencies (e.g. Reconciliation Australia)
- Manage all aspects of the budget and prepare relevant RAP documentation/material
- Maintain ongoing communication with the CEO, executive team and project stakeholders to inform and update them on current initiatives
- Prepare regular communication updates on behalf of the sponsor and key stakeholders
- Ensure change management plans are developed and the principles of the RAP are demonstrated through all RAP activities
- Track progress and manage key project related task and outcomes

### Requirements for Success

- Extensive knowledge and understanding of the historical and contemporary issues affecting Aboriginal and Torres Strait Islander people
- Significant experience or engagement with Aboriginal and Torres Strait Island people, communities and networks
- A track record of success in project management/coordination as well as risk and assurance

- Proficiency in MS Office Suite and relevant software programs such as Teams and MS Project
- Ability to work independently whilst managing a diverse workload and prioritising effectively to ensure timely and successful results
- Strong written and verbal communication skills with the ability to influence and present information well selecting the appropriate mediums
- Previous experience in successfully embedding a Reconciliation Action Plan across a large organisation is ideal
- A tertiary qualification or experience in human services, project management or a human services related discipline is desirable

As part of our Employment screening process you will be required to undertake a national criminal history check. You will also require a current working with children check (you may have to apply for one if you do not already hold one). It is unlawful for prohibited persons to apply for work with children, and, as such, prohibited persons cannot apply for this role.

### Culture & Benefits

A career with Mission Australia will offer you rewarding experiences to make a difference to the lives of Australians in need. We have a friendly and supportive culture guided by our values of compassion, integrity, respect, perseverance and celebration.

To ensure our employees feel valued, empowered and celebrated we provide a range of employee benefits including:

- NFP salary packaging benefits reducing taxable income (details via Advantage)
- Discounted childcare rates with participating centres
- Generous discounts with hotels, travel insurance and major retailers
- Free, confidential counselling services via our EAP
- Discounted health care with Medibank Private
- Opportunity to purchase additional annual leave
- An extra day of annual leave every year
- Wellbeing program and chaplaincy support

### Diversity & Inclusion

Mission Australia is an inclusive employer. We celebrate our diversity and strive to reflect contemporary Australian society and all the communities in which we work, in order to better serve our clients. We welcome and encourage applications from Women, Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse people, People with Disability, Sexually and Gender Diverse people, people with lived experience of adversity and from people of all ages.

As such, if you require any adjustments to submit your application or have any questions, we invite you to get in touch via email [talentattraction@missionaustralia.com.au](mailto:talentattraction@missionaustralia.com.au) or phone (02) 9217 1075.

### Next Steps

To be considered for this opportunity, please click 'apply' and send your cover letter and resume today.

For further information regarding working with us, visit Working for Mission Australia.

<https://www.missionaustralia.com.au/careers>

Applications close midnight, Sunday 19 May 2019.

CLICK FOR FURTHER  
INFORMATION AND TO APPLY