



Position Description

Job title:	Indigenous Arts Trail Project Coordinator
Award:	SCHADS
Classification:	Level 3 – dependent on experience
Reports to:	Operations Manager
Status:	0.4 to 0.6 EFT Part-time (as negotiated)
Contract type	Fixed for 10 months. Some after-hours work may be required.
Date updated:	January 2023

This is an Aboriginal Identified Position and only open to Aboriginal and/or Torres Strait Islander applicants.

Job Purpose

Mullum Mullum Indigenous Gathering Place (MMIGP) is a strong, proud, culturally connected and self-determined Aboriginal Community Organisation in the Eastern Metropolitan Region (EMR). Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing.

The Indigenous Arts Trail Project Coordinator is responsible for the smooth delivery of the Indigenous Arts Trail project. The purpose of this project is to create an online map for an Indigenous Arts Trail in the Eastern region which will boost business development for Aboriginal artists and increase visitation opportunities to the region. Furthermore, this person will coordinate workshops to promote community social reconnection and healing. The Indigenous Arts Trail project coordinator will consult with variety of stakeholders including Aboriginal and Torres Strait Islander community, Metropolitan Partnerships and local council.

Key Responsibilities

- Work with MMIGP, the Project Control Group (PCG) and the Project Work Group (PWG) to ensure that key deliverables and reports are completed within the timelines of the grant agreement
- Provide regular updates and developments to the PCG and PWG, ensuring that actions are followed up and completed within a timely manner



- Provide update/reports on the project to inform MMIGP management team and Board of Directors
- Ensure appropriate marketing and promotion of the Indigenous Arts Trail project to ensure there is significant engagement from Aboriginal and Torres Strait Islander community in the EMR
- Engage and liaise with preferred design consultant to deliver a graphic arts trail map
- Ensure that relevant participant and activity data is captured to report on project/program outputs and outcomes
- Represent MMIGP to engage and consult with key stakeholders as deemed appropriate by the Project Work Group
- Coordinate Art, Healing and Wellbeing workshops in consultation with MMIGP and the PWG to deliver to the Eastern Region
- Manage and track expenditure in relation to the Indigenous Arts Trail project, ensuring appropriate records and documentation is kept for compliance
- Adhere to Child Safe Policy, confidentiality and relevant policies to ensure the highest standards of operation are upheld and underpinned by the values and goals of MMIGP
- Support MMIGP with other key events and projects outside of the Indigenous Arts Trail project as directed
- Any other duties as required

Key selection Criteria

Experience, Qualifications & Skills

- Demonstrated understanding of the Victorian Aboriginal community and the ability to communicate effectively with Aboriginal people
- Understanding of the specific cultural and historical issues that impact on Aboriginal clients, particularly in response to intergenerational trauma and the Stolen Generations
- Good project management skills including experience in developing, marketing implementing, budgeting and measuring success
- Demonstrated ability to work across multiple projects and delivering milestones on time and within budget
- Exceptional stakeholder management skills with the ability to forge and strengthen partnerships and collaborations
- An understanding of Government funding and reporting and how to establish effective and positive relationships with government contract managers and relevant staff
- Exceptional written and verbal communication skills with the ability to effectively communicate and engage with a broad range of stakeholders
- Well-developed organisational skills including ability to prioritise, complete tasks, respond to requests on time, and pay attention to detail
- Proficiency in Information Technology with skills in Word, Excel, PowerPoint (or similar presentation packages), email and electronic file management.



Required

- A qualification in event/program management or similar **or** the equivalent relevant experience is highly desirable
- A current first aid certificate or willingness to obtain once employed
- A current or willingness to obtain a Working with Children Check and Police Check
- A current Victorian Driver's License
- Available to work flexible hours including weekends, school holidays and afterhours where required

Personal Attributes

- Culturally aware and inclusive
- Client and Community focused
- Collaborative and supportive
- Able to form positive relationships with others
- Ethical and honest
- Self-disciplined and motivated
- Analytical and determined

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