



RAP OFFICER-FACILITATOR (2 TO 3 DAYS PER WEEK) (DESIGNATED POSITION)

About the role

Reporting to the Chair of the RAP Working Group, the purpose of this role is to raise awareness of the RAP and support the Working Group, Regional representatives, Regional Leaders, General Manager and other stakeholders with the implementation of the RAP. This is achieved through effective communication, coordination, engagement and administration of the RAP activities across the organisation.

The key stakeholders in this role include the Chair and Members of the RAP Working Group; Reconciliation Australia; NATSICC; Aboriginal and Torres Strait Islander Elders Groups and Aboriginal National Peak Bodies, staff, sisters and volunteers; Regional Leadership Teams; community organisations and networks; Aboriginal and Torres Strait Islander Peoples' organisations and communities; other religious bodies, schools in the Josephite tradition and tertiary institutions.

About us

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia and offices in New Zealand and Ireland and a presence in some other countries.

Our engagement with Aboriginal and Torres Strait Islander Peoples dates to our foundations in 1860. In 1999, the Sisters formally apologised to Australia's First Nations People for the dispossession of land and desecration of culture.

Our Innovate Reconciliation Action Plan (RAP) June 2023-June 2025 (see link here: <https://www.sosj.org.au/sisters-launch-innovate-rap/>) challenges us to continue to strengthen our relationships and work in partnership, listening and responding with compassion to the stories and truth telling, sharing and collaborating with actions across Australia, exploring and acting on new initiatives through employment opportunities and supply networks. Our RAP is driven by a vision for a reconciled Australia accepting its legacy of its past, and where First Nations Peoples can resume their rightful place.

About you

If you have experience working and connecting with Aboriginal or Torres Strait Islander communities, possess excellent communication skills and a genuine interest in learning about the charism, unique norms, nuances in language and perspectives of the Sisters Saint Joseph, then the role may be for you. Mentoring and support will be provided. We are also interested in talking to candidates who may less availability than 2 or 3 days and willing to explore job share options. **Whilst the Chair of the Work Group is based in Sydney, we are open to receiving applications from candidates who are based in other states and territories.**

Due to the knowledge and lived experience required for this position, this is a designated position for a person of Aboriginal or Torres Strait Islander descent for this role.

Further information about the role

KEY RESPONSIBILITIES:

- Building organisational capability to implement culturally sensitive, trauma-informed, safe and responsive practice through the provision of cultural expertise, advice and education.
- Provide high level project and administrative support to promote and implement our RAP initiatives, ensuring internal and external stakeholders are educated and engaged in the RAP and broader reconciliation activities.
- Build and maintain effective relationships and collaborate with internal and external stakeholders to enable/support increased engagement with and connection to Aboriginal and Torres Strait Islander stakeholders.
- Provide administrative support to the Working Group including meeting preparation, minute taking and following up of agreed action items.
- As a First Nations person, provide cultural support, advice and recommendations to the Working Group and other stakeholders in relation to the RAP deliverables and the advancement of reconciliation.
- Organise and publicise internal and external RAP events and outreach activities to celebrate and recognise Aboriginal and Torres Strait Islander dates of significance.
- Seek opportunities to observe and learn about the SOSJ charism, and unique norms, nuances in language and perspectives.
- Share own understanding and knowledge of Aboriginal and Torres Strait Islander cultures, spirituality, histories and perspectives in the context of SOSJ.
- Develop and maintain systems and protocols, to actively track RAP initiatives and progress on our RAP commitments, including reporting to Reconciliation Australia.
- Contribute as a Cultural Consultant to the ongoing development of SOSJ strategies and policies.

ESSENTIAL SKILLS AND EXPERIENCE (KEY SELECTION CRITERIA):

- Tertiary qualifications and/or studying towards a tertiary qualification or combination of relevant formal training and/or experience.
- Understanding of issues of Aboriginal and Torres Strait Islander peoples, histories, cultures and society.
- Demonstrated written and verbal communication skills including the capacity to write in a clear and concise manner.
- Strong administrative skills with a high level of attention to detail.
- Developed systems experience with proficient in using Microsoft Office suite and an ability to quickly learn how to use other platforms and applications.
- Ability to work independently and as part of teams.
- Demonstrated ability to liaise effectively and build productive relationships with a wide range of stakeholders.
- Willingness to learn about the charism, norms and nuances of the Sisters of Saint Joseph.
- Ability to travel within Australia.

All staff are expected to act in a manner consistent with the ethos and mission of the Sisters of Saint Joseph.

Application process

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on our website under the heading of 'Safeguarding'.

Successful applicants will be required to consent to a State/Territory based Compliance Check depending on the state/territory where the successful candidate resides.

For further information about the Sisters of Saint Joseph, please visit www.sosj.org.au. For more information about the role, please obtain a position description or contact us on hr@sosj.org.au. Applications, which will need to include a cover letter outlining how you meet the selection criteria for this role and a CV (resume), should be submitted via email to hr@sosj.org.au by **9am Thursday 21 March 2024**.