

YORTA YORTA NATION ABORIGINAL CORPORATION POSITION DESCRIPTION

POSITION TITLE:	Community Engagement Assistant
REPORTS TO:	CEO
EMPLOYMENT TYPE:	Part-Time, Ongoing (Flexible 30.4 hours per week)
DIRECT REPORTS:	Nil
AWARD:	Clerks—Private Sector Award 2020
PRIMARY LOCATION:	Barmah (some travel required)
DATE/REVISION DATE:	April 2026/April 2027

POSITION SCOPE:

The Community Engagement Assistant provides administrative and operational support to the Community Engagement Officer. The role's primary objective is to handle the practical logistics that enable the 16 Family Groups, Council of Elders, and Circle of Youth to meet, communicate, and represent the Yorta Yorta Sovereign Nation effectively.

ORGANISATIONAL CONTEXT:

YYNAC operates a range of strategic programs focused on land and water management, cultural preservation, and economic development.

These initiatives are designed to facilitate self-determination and ensure that the voices of the 16 Family Groups, under the guidance of the Council of Elders and the Circle of Youth, remain central to all decision-making processes regarding ancestral lands and waters.

ORGANISATIONAL VISION:

'Learning from the past to build on Yorta Yorta's future.'

ORGANISATIONAL VALUES:

- **Professional Integrity**
We treat all our people with dignity and respect
- **Quality**
We will always strive to do our best and improve the way we do things
- **Responsibility**
We commit to the actions we take to achieve the best possible outcome for our people.

KEY ACCOUNTABILITIES/RESPONSIBILITIES

This role is responsible for, but not limited to, the following accountabilities in line with the organisation's strategic plan. Accountabilities may change at any time, subject to business needs.

Working closely with and with the guidance of the Community Engagement Officer, the Assistant will:

- Attend Family Group gatherings and Council of Elders (COE) meetings to record accurate minutes, ensuring they are finalised and distributed to relevant members in a timely manner.
- Maintain and organise physical and/or digital Family Group and COE folders, ensuring all materials, reference documents, and previous minutes are filed correctly.
- Prepare folders and documentation for each COE meeting, ensuring all participants have the necessary information to ensure full participation.
- Manage the end-to-end logistics for community meetings and gatherings, including venue research and booking, and arranging appropriate catering.
- Handle practical requirements for events, including food shopping, collecting supplies, and transporting materials to various gathering locations.
- Attend family gatherings as required across the Yorta Yorta region to provide on-site operational support.
- Assist in the ongoing maintenance of membership databases, ensuring contact details for the are accurate and up to date.
- Maintain Excel spreadsheets to track expenditure, ensuring all spending is accurately recorded and allocated to the correct Family Group or project budget.
- Perform essential office tasks including printing, scanning, and high-volume filing to support the Community Engagement unit.
- Act as a point of contact for the COE, providing friendly meeting reminders and following up on outstanding action items from previous meetings.
- Use high-level verbal and written communication skills to engage respectfully with Family Group members and external vendors.
- Provide occasional weekend support (approx. 2 hours) for Family Group activities when the Community Engagement Officer is unavailable, ensuring continuity of service.

All YYNAC Staff are expected to:

- Understand and comply with all relevant policies and procedures as may be amended from time to time
- Perform all accountabilities in an efficient and proactive manner to deliver quality outcomes
- Contribute as an effective team member to complete all tasks within your skills level, including assisting team members
- Proactively raise any health and safety issues with management as may be identified from time to time

PERSON SPECIFICATION

The appointee should possess the following skills, abilities and experience:

Essential

- Be a Yorta Yorta Person and be recognised as such by their COE and respective Family Group.
- Proven knowledge and understanding of Yorta Yorta Peoples culture, country, values, aspirations, and customs.
- Experience working with First Nation Peoples, including a demonstrated ability to communicate and engage sensitively and effectively with Elders and knowledge holders.
- Demonstrated knowledge of Yorta Yorta history, Culture and Family connections including social and cultural issues experienced along with a genuine appreciation and respect for the knowledge and expertise that each person holds.
- Strong interpersonal and communication skills with the ability to communicate clearly and respectfully with Elders and community members.
- Ability to work collaboratively in teams and experience in coordination of diverse groups through effective negotiation and influence.
- Personal qualities of integrity, loyalty, trustworthiness, and absolute discretion.
- Willingness to work flexibly including some evening and weekend work.
- A high level of attention to detail and clear written communication skills.
- Proficiency in Microsoft Office (specifically Word and Excel).
- A valid Driver's License and a reliable vehicle are essential for transporting goods and attending regional gatherings.

Desirable

- A Bachelor's Degree in Social Anthropology, Genology, Communications or commensurate experience.
- Previous knowledge and experience in working with a First Nation Organisation.

OTHER RELEVANT INFORMATION:

- Commitment to equal opportunity principles and occupational health and safety requirements.
- Treat all confidential information in line with Yorta Yorta Nation Aboriginal Corporation (YYNAC)
- All positions with YYSAC require a negative Drug and Alcohol Test, Police Check and Working with Childrens Check to be submitted prior to commencement of employment.
- Disclosure of any pre-existing illness or injury which could be affected by the position duties.

MORE ABOUT THE CORPORATION:

YYSAC was formed in 1998 to represent the rights and interests of the Yorta Yorta Nation and its members. Integral to acquiring these rights was the appointment of YYSAC as a RAP with defined legislative functions in 2007, following commencement of the Aboriginal Heritage Act 2006 (Vic) and the subsequent signing in 2010 of the YYSAC Co-Management Agreement with the State of Victoria.

YYNAC is governed by a Board of Directors of 7 Yorta Yorta People elected at the YYNAC Annual Meetings. The YYNAC membership is by connection to Yorta Yorta Apical Ancestors who are represented through 16 Family Groups. The Yorta Yorta Council of Elders (COE) comprises membership from the 16 Family Groups and are responsible for protecting and promoting the interests of Yorta Yorta Nation. The COE has responsibility for decision making on applications for activities proposed on our Country. They are the Knowledge Keepers for our tangible and intangible heritage and culture, including with respect to the return of our Ancestral Remains and cultural objects on behalf of the Yorta Yorta Nation.

Yorta Yorta traditional Country covers a wide area in New South Wales and Victoria and is subject respectively to state and commonwealth legislative processes, including the Victorian Aboriginal Heritage Act 2006 (the Act).

The role of YYNAC includes to protect and manage the cultural rights and interests, support and advancement of the aspirations of Yorta Yorta People as outlined in the Yorta Yorta Whole of Country Plan 2021-2030 and YYNAC Strategic Plan.

This is an “Indigenous Only” role under Special Measures of the EEO Act 2010 Section 12.

