



# Position Description

## Project Lead

| Key Position Information    |   |
|-----------------------------|---|
| <b>Job title</b>            | Project Lead  |
| <b>Business Unit</b>        | Service Delivery  |
| <b>Location</b>             | Redfern, Sydney   |
| <b>Reports to</b>           | Chief Executive Officer   |
| <b>Status</b>               | Fixed Term, Full Time (38 hours / week)   |
| <b>Salary</b>               | SCHADS Level 5, Pay point 2<br>\$95,875 plus superannuation, commensurate with experience (not-for-profit salary packaging available) |
| <b>Financial delegation</b> | Total budget to be determined   |
| <b>Direct Reports</b>       | Nil   |

**About BlaQ**

BlaQ Aboriginal Corporation (BlaQ) is a not-for-profit Aboriginal community-controlled organisation. BlaQ is the NSW Aboriginal Lesbian, Gay, Bisexual, Transgender, Queer + Sistergirl and Brotherboy (LGBTQ+SB) peak organisation, working to advocate for, support and empower our Community. BlaQ strives to strengthen community connection through creating safe and inclusive events and gatherings, whilst also advocating that Aboriginal and Torres Strait Islander LGBTQ+SB viewpoints are represented and heard in social policy and reform initiatives.

**Our Vision**

We aspire to a society that acknowledges, understands, and values our Queer Aboriginal and Torres Strait Islander Community, that nurtures, supports, affirms, and celebrates the strength, resilience and diversity of our Community. As a NSW Peak Aboriginal Organisation, BlaQ aims to be a voice for Community, to build a platform from where our members can be heard and to advocate Cultural value and self-worth as a people both in Aboriginal Community and as a Queer collective. We recognise our members deserve to feel important, valued, respected; and connected to each other. We want Australia's First Nations LGBTQ+SB people to have the resources, opportunities, experiences, and connections to live self-determining and prosperous lives, embraced by their loved ones and Communities.

**BlaQ Values**

- **BELONGING** – To land, To place, To community. LGBTQ+SB people have held a significant place in our communities from time immemorial and continue our right to belong and be included in cultural knowledge, legacy, and traditions.
- **CULTURE** – It's our birthright. To celebrate and educate others about our rich history and culture. Ensure the values of our ancestors are respected and our practices continue for our future generations.
- **ACCEPTANCE** – For self, For Kin. Affirming one's authentic self through the connection of kinships and community. Acknowledging the lived experiences of LGBTQ+SB individuals.
- **RECOGNITION** – Celebrating our place in history and the future. Our culture is one of celebration and ceremony. Acknowledgement of our ancestors and the barriers they overcame and preparing future generations to prepare for the battles yet to come. We celebrate these victories, the resilience and strength our people embody.



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| <b>Role Purpose</b>   |
|---|
| The Project Lead position is responsible for the management, development, delivery and administration of BlaQ Aboriginal Corporation's partnership programs and projects for community, Government, and corporate agreements. |

| <b>Function</b>                    | <b>Accountabilities</b>   |
|------------------------------------|---|
| <b>Operational</b>                 | <ul style="list-style-type: none"> <li>• Understanding of the individual projects and programs being delivered under contract by BlaQ.</li> <li>• Preparation of all deliverable materials for each individual project/program.</li> <li>• Conduct research and needs analysis as required to determine suitable activities to achieve intended goals and targets.</li> <li>• Develop and oversee annual project/program calendar, ensuring that programs are delivered as scheduled and reposted against.</li> <li>• Develop project/program resources including hard copy and online, in a timely manner.</li> <li>• Manage the collection, analysis, and reporting of data from each project/program.</li> <li>• Prepare monthly and quarterly reports on each project/program.</li> <li>• Work collaboratively with the Training, Comms and Community team to delivery outcomes.</li> <li>• Undertake other duties within the scope of this role, as directed.</li> </ul> |
| <b>Organisational Contribution</b> | <ul style="list-style-type: none"> <li>• Work collaboratively with managers and team members to achieve BlaQ's project objectives.</li> <li>• Consistently acts in accordance with BlaQ's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making.</li> <li>• Comply with BlaQ Policies and Procedures.</li> <li>• Participate in organisational and professional development activities as directed.</li> </ul>  |
| <b>Key Relationships</b>           | <ul style="list-style-type: none"> <li>• Chief Executive Officer and Managers.</li> <li>• All staff to ensure robust input into activities.</li> <li>• Government, Corporate and Community service organisations.</li> <li>• NGO agencies to leverage support and negotiate opportunities or differences.</li> <li>• Aboriginal community-controlled agencies, including member agencies.</li> <li>• Aboriginal communities to source input and create awareness of program objectives.</li> </ul>  |

### Selection Criteria

Success in the role will be achieved by demonstrating the following technical skills, knowledge and behaviours:

#### Essential:

- Evidenced experience and understanding of project management, including budgeting and funding reporting.
- Demonstrated understanding of the issues facing Aboriginal communities and delivery of quality services to meet outcomes for clients in a sustainable and viable way.
- Knowledge and experience in working with and for Aboriginal and Torres Strait Islander LGBTQ+SB Communities.
- Highly developed presentation and facilitation skills applied creatively in workshops to ensure an interactive and engaging experience for the participants.
- Developed organisation, planning and self-management skills; team building and problem-solving skills, with the ability to work cooperatively and collaboratively in a team-based work environment.
- Strong interpersonal skills, show social and cultural sensitivity, and flexible approach to accommodate the needs of our client base.
- Well-developed organisational and time management skills, with exceptional administration skills and outstanding attention to detail.
- Strong computer literacy with demonstrated experience using learning management systems, Microsoft Office suite and other software as required.

#### Desirable:

- Tertiary qualifications and/or knowledge in the areas of social and or public policy.

### Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- A valid C-class driver's licence is desirable.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.
- Flexible working arrangements may be available



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#### To apply

To apply, address the selection criteria outlined in the position description. Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

Applications that do not address the selection criteria will not be considered.

Email applications to [admin@blaq.org.au](mailto:admin@blaq.org.au)

For further information please contact Jessica Bouyamourn on [jessica@blaq.org.au](mailto:jessica@blaq.org.au) or call 0490 420 900.

Please note there is no formal closing date for this role, if you are interested, please apply as soon as possible.