

POSITION DESCRIPTION – Aboriginal and Torres Strait Islander Organiser

ROLE

The role of the Recruitment, Training and Campaigning Unit (RTC) is to build AEU workplace strength by increasing membership levels and developing activism and involvement in the union.

The purpose of the Aboriginal and Torres Strait Islander Organiser will:

- engage and work with Aboriginal and Torres Strait Islander members across all sectors of the union
- facilitate the First Nations Member Committee and build advocacy about issues which affect First Nations members and students.

A key aspect of the role is to build relationships with and between Aboriginal and Torres Strait Islander members in a respectful, culturally safe, and appropriate way.

Central to the role is to establish and build a network of First Nations members, identify and develop activists, build union structures, recruit new members, and encourage involvement in union campaigns in order to implement the goals of the AEU articulated through the organisation's Strategic Vision. The Aboriginal and Torres Strait Islander Organiser works across educational, professional, industrial, and political matters, including with external stakeholders, to promote needs of Aboriginal and Torres Strait Islander peoples in public education in Victoria.

REPORTS TO

RTC Manager and/or Lead Organiser
First Nations Member Committee

DUTIES

- To support the work of achieving key union strategies and actions in relation to building relationships and networks between Aboriginal and Torres Strait Islander members, and between members and the union by:
 - analysing membership information
 - developing an organising/action plan
 - activating and supporting union structures and forums at the Branch, regional, or network levels, including the First Nations Member Committee
 - supporting the development of activists and member leaders.
- To provide information, analysis, advice, and support to AEU staff, union committees and decision making bodies including Branch Executive, as required, and consistent with relevant AEU policies.
- To assist with union publications, including the preparation of articles relevant to Aboriginal and Torres Strait Islander members and public education, and other related issues.
- To support the development of relevant policy and approaches to enable advocacy to improve professional, industrial, and political outcomes for Aboriginal and Torres Strait Islander members.
- To support the union's advocacy on matters related to Aboriginal and Torres Strait Islander education, including with the VCAA.

- To attend relevant state and national meetings including the Marrung Central Governance Committee and Yalukit Yulendj.
- To recruit and retain Aboriginal and Torres Strait Islander members across all sectors of public education.
- To support the union's industrial and public education campaigns when necessary.
- To undertake other duties as required by the Branch Secretary.

SELECTION CRITERIA

- Understanding of the issues that impact on the union's Aboriginal and Torres Strait Islander members.
- Demonstrated experience in working with First Nations peoples to build relationships and connections.
- Ability to show initiative and demonstrate high level organisational skills including being able to work to deadlines, prioritise work, and manage multiple matters concurrently.
- Ability to build and maintain effective professional relationships with key stakeholders including working as part of a team.
- Sound verbal, written and interpersonal communication skills, including the ability to:
 - communicate with a diverse audience
 - communicate complex matters clearly, objectively, and calmly
 - organise and recruit over the phone, online, and in person
 - write clear, accurate and concise documents.
- Demonstrated commitment to unionism.
- Understanding of and commitment to public education. Current Victorian drivers licence is desirable. Further support in obtaining this would be available.