

		SHFF Project Officer (Awareness Stream) Position Description			MGR01	
Prepared By:	Tadashi Nakamura	Issued	02/03/2026	Copy no	1	
Authorised By	Tauondi Executive Management	Replaces		Page	1 of 3	
Reason for Amendment	New position					

POSITIONS DETAILS	SHFF PROJECT OFFICER (AWARENESS STREAM)
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Corporate Services
REPORTS TO:	Executive Director, Corporate Services
DIRECT REPORTS:	NIL
EMPLOYMENT	Full-time or Part-time
CONDITIONS:	Fixed term contract Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The SHFF Project Officer plays a hands-on role in delivering and coordinating the Supporting Healing for Families (SHFF) initiative across Western Adelaide. Working under the direction of the SHFF Program Coordinator, the position supports the implementation and coordination of community awareness campaigns and associated engagement activities under the SHFF initiative, while assisting with coordination and interface activities relating to healing and prevention program streams delivered by subcontractors and community partners.</p> <p>The role actively engages with Aboriginal families, Elders, community groups, champions and service providers to support participation and strengthen partnerships. The SHFF Project Officer contributes to the coordination of events, workshops and pilot activities, assists in facilitating program delivery, and supports operational coordination and communication with subcontractors to ensure activities align with the Western Adelaide healing model and approved project design.</p> <p>In addition to program delivery, the SHFF Project Officer supports effective project coordination, monitoring and continuous improvement by maintaining accurate activity records, collecting participation data and contributing to reporting processes. Through strong organisation, cultural respect and practical implementation skills, the role contributes to strengthening social and emotional wellbeing and advancing healing and prevention outcomes for Aboriginal families and communities.</p>

KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Program Delivery and Activity Implementation <ul style="list-style-type: none"> • Coordinate and actively support the delivery of SHFF activities across Western Adelaide. • Assist in facilitating community awareness campaigns, events and workshops in collaboration with subcontractors and community partners. • Support the implementation of SHFF awareness activities and coordination support relating to healing and prevention initiatives delivered by subcontractors and community partners. • Ensure activities are delivered in a culturally safe, trauma-informed and community-responsive manner. 2. Campaign and Event Coordination <ul style="list-style-type: none"> • Coordinate logistics and on-the-ground delivery of SHFF campaign activities, including community events, pilot activities and promotional initiatives. • Work closely with community champions, Elders and service providers to support campaign messaging and engagement.

- Assist in preparing and distributing campaign materials across multiple platforms (community events, print, social media, radio, etc.).
- Support post-event debriefs and contribute to refining campaign approaches based on feedback.

3. Stakeholder and Community Engagement

- Build and maintain respectful working relationships with Aboriginal families, Elders, community groups and service providers.
- Participate in community consultations and engagement sessions to support co-design and continuous improvement.
- Act as an operational liaison between subcontractors, community partners and the SHFF Program Coordinator.
- Promote participation in SHFF activities and support culturally appropriate communication strategies.

4. Project Coordination and Operational Support

- Track activity schedules, deliverables and action items to ensure smooth implementation of the SHFF Activity Plan.
- Assist with operational coordination and communications with subcontractors, including scheduling, activity coordination, monitoring deliverables and maintaining project records.
- Prepare draft documentation, activity summaries and updates for review by the Program Coordinator.
- Assist in coordinating governance meetings and follow-up actions as required.

5. Monitoring, Evaluation and Continuous Improvement

- Collect participation data, feedback and activity outcomes from awareness, healing and prevention initiatives.
- Support confidential record-keeping, including referral and engagement tracking.
- Contribute to reporting processes by compiling activity data and success stories.
- Identify opportunities to improve delivery processes, engagement approaches and operational systems.

6. Other duties as agreed

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer following agreement with the Employee.

PERSON SPECIFICATION

Skills & Knowledge:

- **Deep Cultural Understanding:** Comprehensive knowledge of Aboriginal and Torres Strait Islander cultures, including cultural protocols, values, and healing practices, particularly in relation to trauma, child safety, and intergenerational healing.
- **Trauma-Informed Expertise:** Strong understanding of trauma-informed care and culturally safe practices, with the ability to incorporate these approaches into program activities and support safe engagement and referral pathways for participants.
- **Communication and Collaboration:** Exceptional communication and interpersonal skills, with the ability to build respectful, collaborative relationships with Elders, community members, service providers, and other stakeholders.
- **Project Management Proficiency:** Excellent organisational and project management skills, including the capacity to manage complex programs, coordinate diverse activities, meet deadlines, and achieve program objectives.

Previous Work Experience:

- **Collaborative Partnerships:** Extensive experience working collaboratively with Elders, community leaders, service providers, and social and emotional wellbeing workers, clinicians and community service providers to ensure culturally appropriate program design, delivery, and engagement.
- **Project Management Skills:** Proven success in planning, implementing, monitoring, and reporting on initiatives addressing social or community issues, with a strong emphasis on achieving measurable outcomes.

Personal Attributes:

- **Cultural Sensitivity:** Deep respect and understanding of Aboriginal and Torres Strait Islander cultures, including cultural protocols and their importance in program delivery.
- **Empathy and Compassion:** Genuine care for individuals, families and communities impacted by trauma and abuse, with a commitment to providing sensitive and supportive engagement.
- **Adaptability and Flexibility:** Openness to adjusting plans and approaches to respond effectively to evolving community needs and project challenges.
- **Interpersonal Skills:** Exceptional ability to foster trust, build positive relationships, and communicate effectively with community members, Elders, and stakeholders.
- **Commitment to Social Justice:** Passionate about community empowerment and improving the wellbeing of Aboriginal and Torres Strait Islander peoples.
- **Resilience and Patience:** Ability to work effectively in emotionally challenging situations, managing the demands of trauma-informed work with grace and professionalism.
- **Collaborative Mindset:** A team-oriented approach that values diverse perspectives and builds strong partnerships to achieve shared goals.

Qualifications & Training:

- **(Essential) Certificate III or above in Community Development or a related field**
- (Desirable) Tertiary education (e.g. degree in Social Work, Community Services, Public Health, or a related field)
- (Essential) Current DHS Working with Children Check (or prepared to obtain).
- (Essential) Responding to Risks of Harm, Abuse and Neglect – Education and Care (or prepared to obtain).
- (Essential) Driver’s License

VISION and VALUES

Vision statement

The trusted Aboriginal owned and run community organisation enabling Aboriginal people to thrive and reach their full potential through high quality training & development.

Values

- **TRUST** Building strong relationships
- **ACCOUNTABILITY** Being observable and authentic
- **UNIQUENESS** Offering exceptional learning experience
- **OPEN** Creating business for new ideas and opportunities
- **NETWORK** Growing community and stakeholder footprint
- **DIVERSITY** Valuing cultures through respectful engagement
- **INTEGRITY** Conducting business truthfully and ethically

KEY RELATIONSHIPS

<p>Internal</p> <ul style="list-style-type: none"> • Reporting to Executive Director, Corporate Services • Education Team • Student Support Team (including Youth Service team) • Administration Team 	<p>External</p> <ul style="list-style-type: none"> • Aboriginal community members • Public and private Aboriginal and non-Aboriginal organisations • Industry and Enterprises (employers) • External stakeholders
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Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed..... Date ____/____/____
(Employee)

Signed..... Date ____/____/____
(Manager)