

Position Description

Position Title	Program Facilitator
Location	Armidale
Reports To	Director, Engagement & Place
Conditions of Service	Part-Time Fixed Term (12 month) Miscellaneous Award Employment Contract, with possibility of extension. 22.8 hours/week. Start January 2026.

Position summary

Murawin is undergoing an exciting phase of growth and transformation, and we're seeking a dedicated Program Facilitator to join our team. In this key role, you'll deliver culturally safe, engaging, and academically enriching experiences through workshops, mentoring, and on-Country activities that celebrate cultural identity and support academic success. The focus will be on Murawin's Young Tiddas on Country Program, delivered in the Armidale region, which aims to improve literacy, numeracy, and study skills, while guiding participants toward further education or training. Working closely with schools, educators, and families, you'll tailor support to individual learning needs. This part-time role offers meaningful career progression within a dynamic, values-driven consultancy committed to Indigenous empowerment, with scope for contract extension. This is an Identified Position open only to Aboriginal and/or Torres Strait Islander applicants, in accordance with section 14(d) of the Anti-Discrimination Act 1977 (NSW) and section 104 of the Anti-Discrimination Act 1991 (Qld).

Key responsibilities

This is a diverse, hands-on role that requires professionalism, interpersonal skills, energy, & attention to detail. The main responsibilities include:

- Engage with clients (young Tiddas), government agencies, community organisations, and stakeholders—both Indigenous and non-Indigenous—to foster trust and collaboration across all program activities.
- Ensure Indigenous voices, priorities, and cultural knowledge are central to the program, outcomes, and engagement strategies.
- Participate in risk management, resource allocation, and quality assurance to ensure projects are delivered on time, within scope, and to a high standard.
- Actively contribute to a collaborative, culturally grounded workplace that reflects Murawin's commitment to Indigenous empowerment and social impact.
- Build meaningful relationships with young people, families, schools, service providers, and community leaders to support program success and participant wellbeing.
- Support Young Tiddas on Country delivery by collaborating in the , implementation, and evaluation of program activities that integrate cultural identity with academic development.
- Lead workshops and mentoring sessions with young Tiddas that promote identity, belonging, and academic engagement in culturally responsive ways.
- Provide literacy and numeracy support in collaboration with Program Partners, tailored to individual young Tiddas learning needs and goals.
- Work with educators and partners to create and implement academic plans that align with school curricula and young Tiddas aspirations.
- Undertake stakeholder mapping, needs assessments, and evidence-based analysis to inform program design and continuous improvement.
- Facilitate consultations that address barriers to reconciliation and promote inclusive, community-led solutions.
- Guide young Tiddas and stakeholders in adopting culturally appropriate, strengths-based approaches to working with Indigenous communities.
- Contribute to grant applications, tenders, and reports to secure funding and demonstrate program impact and accountability.
- Track academic outcomes, attendance, and transitions to further education or employment, providing regular updates to the Project Leadership.
- Support Murawin's consultancy and research work as needed, aligning with strategic goals and expanding



the organisation's impact.

Note: This position description is intended to describe the general nature & level of work being performed by the incumbent. It is not an exhaustive list of all responsibilities, duties, & skills required. Murawin reserves the right to modify this position description at any time according to business needs.

Required skills & experience

- Minimum 3 years' experience in a related role, with demonstrated engagement with Aboriginal and Torres Strait Islander peoples.
- Strong understanding of Aboriginal cultures, histories, community protocols, and the challenges faced by Indigenous communities.
- Experience in tutoring, academic mentoring, or education delivery, particularly with Aboriginal girls and young people.
- Excellent written, verbal, and interpersonal skills, with the ability to engage diverse stakeholders including government, schools, families, and community organisations.
- Proven ability to work collaboratively across geographically dispersed teams, manage multiple tasks, and meet tight deadlines.
- Be proficient in Microsoft Office, SharePoint, and Teams, with administrative and reporting capabilities.
- Experience handling confidential information and maintaining high standards of ethical conduct in sensitive situations.
- Willingness and capacity to travel across project locations within the Armidale region and work flexible hours, including attendance at school and community meetings.
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- Required Current Working with Children Check, First Aid Certificate, Mental Health First Aid Certificate, and Open Class Drivers Licence (or willingness to obtain).
- Desirable - Understanding of trauma-informed practice and its application when working with young people
- Desirable - Tertiary qualifications in teaching, human services, community development, sociology, or a related field (min. Certificate III level)
- Desirable - Experience working with young people in educational, community, or support settings

Personal qualities

The ideal candidate will be self-motivated, articulate, professional, well presented & a team player who takes great pride in what they do. Additionally, they will have:

- A friendly, sensitive, & supportive personality, with an ability to work with a diverse team of personalities.
- A proactive, collaborative approach to work, with a willingness to give generously for the benefit of individuals & the broader work of Murawin.
- A commitment to social change for Aboriginal & Torres Strait Islander peoples.
- A willingness to work across a broad variety of tasks.
- An ability to adapt to changing tasks & workplace circumstances.
- Interest in bringing passion, creativity & innovation to your work.
- The drive to get things done, take ownership of the role, and communicate respectfully.
- Demonstrates the ability and willingness to engage in difficult conversations with respect and is eager to confront challenges, directly and constructively.
- Understand Sorry Business & have an ability to work within such environments.
- You are required to uphold Murawin's standards for confidentiality, privacy, & ethical conduct. You are also responsible for complying with all workplace health & safety policies, fostering a safe & healthy environment for yourself, the team, & the company.
- Applicants must be resident in Armidale, NSW, or willing to relocate prior to commencement.
- This is an Identified Position open only to Aboriginal and/or Torres Strait Islander applicants, in accordance with section 14(d) of the Anti-Discrimination Act 1977 (NSW) and section 104 of the Anti-Discrimination Act 1991 (Qld).

Why choose Murawin?

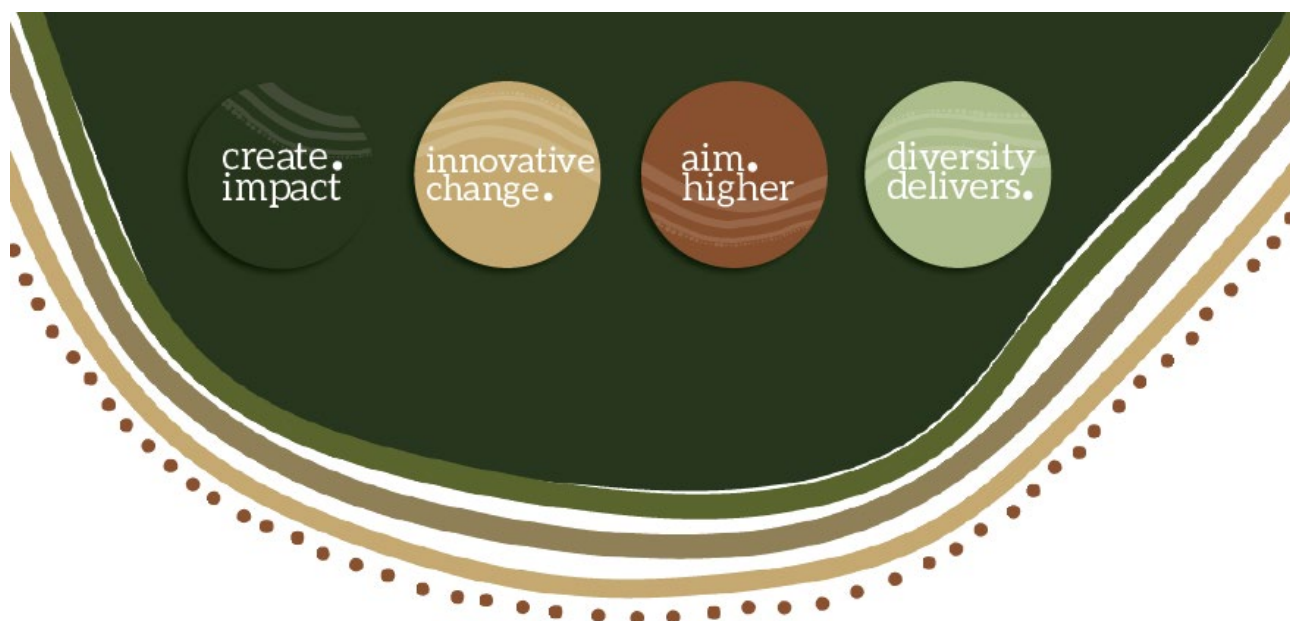
Join a team committed to reconciliation and making meaningful contributions to Closing the Gap. As one of the nation's leading Indigenous owned & led consultancies, you'll have access to extensive career development opportunities & employee benefits. Whether you're looking to take your career to the next level, find work that brings you more joy & fulfilment, or looking to achieve more balance in your schedule, we offer diverse opportunities for talented professionals seeking to join our team.

You'll have access to:

- Opportunities for training, mentorship, & career development specific to your role.
- Competitive remuneration package.
- Work life balance through flexible working arrangements, with a predominant Work From Home model.
- Access to offices in attractive CBD locations across Sydney, Brisbane & Armidale.
- Access to a supportive, diverse, & inclusive team spread across Australia.
- Enjoy dedicated programs to support your wellbeing, such as free access to the Warlandi Counselling Service.
- Utilise company funded paid parental leave options, which accommodate:
 - Both childbirth & adoption.
 - Mothers, fathers, primary & secondary caregivers.
 - Singleton births/adoptions & multiples, i.e. twins, triplets or higher births/adoptions.
- Work within an accredited Breastfeeding Friendly Workplace.
- Work within a consultancy that is progressing towards becoming Rainbow Tick Accredited.
- Access to Menstrual & Menopause leave options.
- Receive a mobile phone allowance.
- Access to Cultural Leave.
- Work within a leading Supply Nation Certified Supplier, NSWICC Assured business, amongst an array of other highly exclusive accreditations & affiliations.
- Be a part of a company that has real impact on our society and contributes to Closing the Gap.
- Murawin is Supply Nation Certified and strongly encourages applications from First Nations candidates and other diverse backgrounds.

Murawin's values

Murawin aims to embed its values across its workplace culture. They guide the actions of our people & serve as Murawin's cultural cornerstones. All Murawin team members are requested to strive to implement Murawin's values in all work endeavours.





Acknowledgement

This job description serves to illustrate the scope & responsibilities of the post & is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management & as necessitated by the development of this role & business evolution.

I certify that I have read, understood & accept the duties, responsibilities & obligations of my position.

**SIGNED BY YOU
(EMPLOYEE)**

FULL NAME

DATE

**SIGNED BY MANAGEMENT
(MURAWIN)**

FULL NAME

DATE