

POSITION DESCRIPTION

Job title:	Senior Manager, Community Truth-telling Pathways
Reporting to:	General Manager, Community Impact
Classification level:	RA Level 5
Salary range:	\$127,500 – \$138,000 + superannuation
Term:	Full-time ongoing
Location:	Sydney preferred (other locations negotiable including hybrid working partially from home/Country and the office)
Reviewed:	February 2026

ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples.

Our vision is for a just, equitable and reconciled Australia.

Reconciliation Australia's newest program is **Community Truth-telling Pathways (CTTP)**. The program seeks to advance a national culture of placed based, First Nations led truth-telling which is action oriented and strengths focussed.

CTTP aims to increase the capability of Australians to engage with a fuller and more accurate account of Australia's history and its ongoing impacts, and that recognises the strengths and contributions of Aboriginal and Torres Strait Islander peoples. The program centres processes of truth-telling, learning and acting which drive structural change and promote justice, healing and better outcomes for First Nations communities.

POSITION PURPOSE

This position will lead and manage the Community Truth-telling Pathways program, which includes strategic and operational direction, research and resource development, community engagement and partnerships. Reporting to the General Manager, Community Impact.

This is an identified position. Knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander peoples is required.

DUTIES

Strategic Direction	<ul style="list-style-type: none"> • Implement the CTTP program strategy and operational plan by providing high-level strategic advice and overseeing the operational plan to deliver on program objectives. • Collaborate with other RA programs to ensure CTTP is embedded in and advances the RA framework for reconciliation. • Align all activities with the RA strategy and contribute to the integration of truth-telling across all RA work. • Embed cultural safety and wellbeing in all aspects of the CTTP.
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DUTIES	
Program Management	<ul style="list-style-type: none"> • Refine and implement an effective program cycle and processes including risk management and alignment to funder requirements and RA policies. • Oversee the implementation of the Learning and Partnership frameworks and program evaluation findings in a culturally responsive way. • Lead the development and oversee the implementation of effective program management systems and processes. • Oversee the planning and delivery of external events and engagement activities. • Work collaboratively with other areas of RA to effectively manage and deliver the CTTT including: <ul style="list-style-type: none"> ○ the implementation of the CTTT communications strategy; ○ to oversee budget and administration, and travel arrangements (with support from the Finance Manager); ○ to identify and manage risks; ○ to ensure CTTT supports the development of truth-telling dimensions in other RA programs. • Prepare regular program reporting.
Leadership	<ul style="list-style-type: none"> • Build, manage, lead and support development of the CTTT team. • In the General Manager's absence, undertake an acting role as directed. • Attend RA Senior Executive Team (SET) meetings as required.
Stakeholder engagement and communication	<ul style="list-style-type: none"> • Engage, build and maintain relationships with key external stakeholders, including First Nations leaders and communities, funders and policy makers. • Develop and maintain strong relationships with strategic partners.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager Community Impact.

SELECTION CRITERIA

Essential:

1. Identify and be recognised in the community as an Aboriginal and/or Torres Strait Islander person.
2. Knowledge and appreciation of the cultural and social rights of Aboriginal and Torres Strait Islander people.
3. Understanding of and ability to work in a culturally responsive way with Aboriginal and Torres Strait Islander people and communities.
4. Ability to develop and maintain strong working relationships with diverse stakeholders.
5. High level ability to develop and manage complex programs, including strategic direction, implementation of an effective program cycle, risk management processes, managing a large budget, financial acumen and reporting.
6. Project management and organisational skills.
7. Proven experience to design and deliver effective community engagement and culturally appropriate communications.
8. Extensive experience in leading, managing and developing high performing teams and ability to collaborate with cross-function teams.
9. Ability to take initiative, respond to complex environments and prioritise work over a range of projects to defined timeframes.
10. Exceptional written and oral communication skills including the ability to communicate clearly and concisely to a range of audiences.
11. Strong experience in high level meeting facilitation and conflict management skills.
12. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
13. Tertiary qualifications in a relevant discipline or equivalent experience.

Desirable:

14. Experience in and/or an understanding of truth-telling in an Aboriginal and Torres Strait Islander context.
15. Experience with research, resource development or funding administration.