

POSITION DESCRIPTION

Job title:	Project Lead, Indigenous Governance Awards
Reporting to:	General Manager Policy, Research and Strategic Projects
Classification level:	RA Level 4
Remuneration	\$104,000 – \$109,500 + superannuation (inclusive of 17.5% leave loading)
Term:	Full-time, 12-month contract
Reviewed:	March 2026
Location:	Sydney (preferred), remote/hybrid considered

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.

POSITION PURPOSE

The project lead is responsible for planning, overseeing and leading the Indigenous Governance Awards project for Reconciliation Australia. This requires interaction with a range of internal and external stakeholders, liaison with community organisations and cross-team collaboration. The project lead will report directly to the General Manager, Policy, Research and Strategic Projects.

DUTIES

Project management and delivery	<ul style="list-style-type: none"> • Project planning and execution: Manage and maintain detailed project plan, review milestones and critical path, allocate resources, and undertake risk management, whilst ensuring Reconciliation Australia's Indigenous Governance Awards are delivered on-time and within budget. • Collaboration with cross-functional teams and partner organisations: work collaboratively with internal communications team and key external partner organisation to align project goals, share information and foster a 'one team' culture. • Engagement: Actively engage with a range of internal and external stakeholders with high levels of attention to detail and culturally sensitive and inclusive practices. • Logistics and scheduling: organise and manage logistics of Indigenous Governance Awards site visits, including scheduling travel and accommodation for judging panel, finalists and film crew.
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	<ul style="list-style-type: none"> • Attend site visits and work with partner organisation to develop agenda, conduct risk assessment and prepare and on-board team members. • Provide broader National RAP conference support – act as conduit between Indigenous Governance Awards, RAP conference and partner organisations to support event delivery – in particular, working with Special Projects Manager on event management related tasks.
Other	<ul style="list-style-type: none"> • Undertake other tasks or projects as directed by General Manager PRaSP, CEO and Senior Executive Team (SET). • Interstate travel (metro, regional and remote) in relation to events and site visits, which may include multiple days away.

SELECTION CRITERIA

Essential:

1. At least 5-8 years demonstrated work experience in a project management or senior project coordinator role.
2. Experience working with Aboriginal and Torres Strait Islander communities and senior stakeholders.
3. Demonstrated commitment and willingness to learn about reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
4. Self-motivated with ability to set and lead own agenda and workload with minimal supervision.
5. Demonstrated successful outcomes working on large scale and complex deliveries.
6. Experience using project management software and collaboration tools, e.g. Excel, Asana.
7. Excellent written communication skills with the ability to communicate effectively and accurately to a broad range of audiences.
8. Strong customer service mentality and genuinely enjoys working with people.
9. Ability to prepare and interpret flowcharts, reports, schedules and step-by-step action plans.
10. Strong team collaboration skills including influencing and managing multiple stakeholders at all levels of seniority.
11. Demonstrated experience using a variety of project methodologies, with an ability to work to a hybrid methodology that is custom-fit to the outcomes of the project

Desirable:

1. Accreditation in Project Management (eg: PMP; PMBOK; Prince2; Agile; Scrum).
2. Working with Children/Vulnerable People Check or the ability to be eligible to acquire this.
3. Current valid Australian driver's licence.