

Position Description

Participatory Action Research Coordinator

STRONG COUNTRY = STRONG PEOPLE

Yorta Yorta Nation Natural Resource Management Participatory Action Research Project

Context :

This project is a partnership between Yorta Yorta Nation Aboriginal Corporation and Friends of the Earth Melbourne. The project Participatory Action Research (PAR) Coordinator will be employed by Friends of the Earth Melbourne but seconded to Yorta Yorta Nation Aboriginal Corporation and managed by the Project Management Committee, as set out in the project Memorandum of Understanding.

Yorta Yorta Nation Aboriginal Corporation

Represents the Yorta Yorta People, whose traditional country lies in Northern Victoria and Southern NSW, encompassing the regional centres of Shepparton and Echuca. The Yorta Yorta Nation consists of 16 family groups, each of which elects a representative to the Elders Council, the peak governance body of YYNAC. This project will engage directly with each of the family groups as well as the YYN Elders Council.

Friends of the Earth Melbourne - Barmah Millewa Campaign

FoE is a community-based activist organisation that is working towards an ecologically sustainable and socially equitable society. FoE believes that social and environmental issues cannot be separated from each other. We explicitly seek to empower individuals and local communities to have a greater influence over the decisions that influence their lives.

Project Description:

The project aims to develop a partnership model with the state government of Victoria (and possibly NSW – tbc) that would facilitate the active and resourced involvement of the Yorta Yorta people in the management of their traditional lands and waters and the integration of Yorta Yorta knowledge and perspectives into that management. The model would include all

necessary components of a “joint management” agreement, enabling legislation and resourcing needs.

The Yorta Yorta people, Friends of the Earth and other allies will work to achieve this model, and the Yorta Yorta people will use the model as the basis of their negotiating position in future discussions with the state governments of NSW and Victoria.

The project will focus on defining Yorta Yorta Nation (YYN) aspirations for Working on Country and thus provide a skills and knowledge needs analysis, potential solutions to allow for knowledge exchange and resourcing requirements for effective community engagement and participation in natural resource management (NRM).

This grassroots collaborative inquiry process may also contribute to developing methods for good governance of Yorta Yorta Nation Aboriginal Corporation.

Position Objective:

The PAR Coordinator will assist the Yorta Yorta people define their aspirations for Working on Country and an ideal “joint management” model to achieve these, by organising workshops and facilitating YYN members to illustrate their interests and capacity to work on Country and engage in NRM. The role would suit someone with experience in participatory action research (or equivalent), community development, and capacity building who enjoys collaborating with others in a creative learning environment

Project Steering: Friends of the Earth Melbourne,

Yorta Yorta Nation Aboriginal Corporation

Tenure: 9 months Full-Time October 2008 - June 2009. Possibility of extension depending on acquisition of further funding.

Salary: \$48 188.92 (\$23.17/hour, non-negotiable) plus compulsory 9% employer super contributions

Location: within the Goulburn Valley region, preferably Shepparton, Echuca or Barmah. Limited financial assistance for relocation from outside the area is available.

Information: Jonathan La Nauze
Friends of the Earth Melbourne
03 9419 8700 or 0402 904 251

Jade Miller
Yorta Yorta Nation
0427 336 100

Accountability:

Position reports to:

- Monthly to the Joint Project Steering Committee
- On a day-to-day basis to the Yorta Yorta CEO

Details are in the joint project Memorandum of Understanding between Yorta Yorta Nation and Friends of the Earth Melbourne

Position Key Responsibilities

Project management

- Ensure the smooth day to day coordination of the project;
- Organisational Awareness - actively seeking to understand the priorities and interests of both project partners, and their constituent groups and key individuals.
- Follow protocols and other requirements as detailed in the project MoU between YYN and FOE;
- Work effectively with other Yorta Yorta Nation/FoE employees in particular the Yorta Yorta Nation CEO and project worker /researcher;
- Develop and implement a project workplan with clear action steps (with the project steering committee) that will meet project objectives and milestones;
- Anticipate and manage potential and emerging issues by drawing upon a range of sources for ideas and solutions;
- Ensure project objectives are met by clearly communicating community engagement principles and practice (including PAR) with project stakeholders

Facilitation of Participatory Action Research

- Develop and maintain relationships with Yorta Yorta family group and other Yorta Yorta groups;
- Organise, conduct and facilitate workshops with Yorta Yorta family group and other Yorta Yorta groups, utilising PAR techniques and tools;
- Coordinate meeting logistics: travel and accommodation, meeting minutes, task list;
- Develop and implement monitoring and evaluation methods and activities.

Organise an investigative study tour

- Design itinerary to meet the research objectives identified by Yorta Yorta people in PAR workshops
- Organise tour including all travel, accommodation and meetings
- Participate in tour and provide assistance to delegates such as facilitating meetings and taking notes as required.
- Facilitate delegates in making conclusive recommendations from the tour.

Communication and Information Management

- Collect and review current available research on Natural Resource Management and Indigenous peoples;
- Work with FoE and YYN workers to develop high-quality discussion papers and reports on effective and participatory NRM practices;
- Other duties as required.
- Promote and publicise the project on within Yorta Yorta Nation;
- Produce and distribute culturally suitable documentation for Yorta Yorta people that effectively informs them of issues as they arise;
- Produce a report for project partners and the Yorta Yorta family groups that details and summarises outcomes of the participatory Action Research;
- Ensure sensitive information is stored in a confidential manner.
- Report on the project for funding acquittal purposes

Financial Management

- Monitor the project budget and report to the project steering committee;

- Maintain expenses records;
- Administer project invoices alongside the FoE Administrative Worker and FoE steering committee representative;

Collaboration and Team Work

- Liaise with and regularly update the project joint steering committee;
- Facilitate effective communication of the project progress among YYN staff and project steering committee;
- Develop, with project stakeholders, effective advocacy strategies relating to NRM issues and challenges identified by Yorta Yorta project participants;
- Ensure open and regular ongoing communication with project stakeholders;

Key Selection Criteria

(please provide a brief summary statement addressing each criteria)

Essential

- Highly experienced in working with indigenous communities in Australia in a culturally sensitive manner;
- Empathy with Yorta Yorta Nation cultural and environmental aspirations;
- Understands Yorta Yorta Nation partnerships with other Traditional Owners, NGOs and government
- Proven experience in project facilitation using participatory action research methodologies or equivalent;
- High-level research, project/program planning and evaluation skills;
- Demonstrated experience of effectively managing and collaborating on projects within an NGO setting;
- Demonstrated ability to share information and communicate effectively within a community setting and maintain good working relationships;
- Excellent analytical and report writing skills
- Ability to work independently as well as co-operatively
- Experience in effective and timely administration of projects

- Confidence in approaching, building relationships and working with a range of prospective project stakeholders;
- Positive and pro-active solution seeker and implementer
- Good computer literacy

Desirable

- Relevant tertiary qualifications (eg in community development, Natural Resource Management or social research)
- Well-developed knowledge of NRM jurisdictions in SE Australia and models of participation of indigenous people in NRM;
- Interest in developing leadership and technical skills of colleagues and project participants

Other Issues

The position requirements may include, but are not limited to:

- *Relocating to the area where research is to be undertaken;*
- *Working at night and weekends (for which time-in-lieu is available);*
- *Travel/Drive in own vehicle;*
- Successful applicant will be subject to a probation period of 1 month;
- This position is open to all applicants, however Yorta Yorta and other indigenous people are strongly encouraged to apply

PRIVACY NOTIFICATION

The collection and handling of information will be consistent with the requirements of the Information Privacy Act 2000.

HOW TO APPLY

You need to apply by email (.doc or PDF) to:

Jonathan La Nauze

jonathan.lanauze@foe.org.au

Please include in you application:

- an application letter addressing the position responsibilities (no more than 1 page);
- statements addressing each Key Selection Criteria (up to 3 pages); and
- your current resume.

All applicants are encouraged to contact Jonathan La Nauze before applying in writing on 03 9419 8700 or 0402 904 251

Applications are due by midday Wednesday 19th November 2008