



Project Officer – People and Culture Team

Position Description

Key Relationships	<ul style="list-style-type: none">• Staffing Manager• Red Earth Leaders and Assistants• Travel and Field Operations Managers
Location of Role	<ul style="list-style-type: none">• Sydney office (Darlinghurst)• 12 days of travel to the region per year
Term	<ul style="list-style-type: none">• Full-Time
Value	<ul style="list-style-type: none">• Competitive salary• 6 weeks paid annual leave + days in lieu

Introduction

Are you passionate about helping connect young people to remote Indigenous Australia? Are you excited about joining a rapidly scaling social enterprise?

Red Earth is growing, and we are hiring for a dynamic, motivated, and reliable Project Officer to join our growing team based out of our Darlinghurst office in Sydney.

This role plays an important part in the success of the organisation. The role works to support the staffing manager and casual immersion staff to ensure high quality and well-trained leaders and assistants on the ground that can deliver the best possible immersion experiences for participants and our community partners.

This is a great opportunity for someone passionate about people and contributing the delivering of life changing immersion experiences. The role will give you a broad understanding of the business and can offer great opportunities to grow within the organisation.

Organisation Outline

We are a small social enterprise with 25 employees focused on connecting school students to remote Indigenous Australia. We do this by creating ten-day immersion programs to remote Indigenous communities and homelands where students learn from Elders, visit cultural sites, and contribute to a service project in the community. As we are a small organisation, all employees work closely with one another.



Role Outline

The Project Officer is directly responsible for ensuring the success of the staffing team and the casual immersion staff on immersions. The role has seven main components:

1. Assist the Staffing Manager in the recruitment, onboarding, and training of new and existing casual immersion staff.
2. Assist the Staffing Manager in the continued development of casual immersion staff to help immersion staff deliver high quality immersions.
3. Help provide feedback to the regional operations teams to allow continue improvement and development of the immersion experience based of immersion staff feedback
4. Assist in the allocation of casual immersion staff to all regions of operation, including immersion assistants and leaders, regional field support and bus drivers.
5. Fortnightly, submit payrolls for all casual immersion staff, ensuring staff are pay is accurate and timely.
6. Reconcile all casual staff expense reports to allow accurate and timely reconciliation of expense by casual immersion staff.
7. Offer on-call support for immersions, 8 weekends per year on-call supporting our immersion teams who are in the field (time in lieu is accrued for weekend work).

The role will primarily be office based, however there will be opportunities to travel to remote communities and work on the ground. Ideally, the Project Officer will be energetic, have a keen attention to detail, and a passion for people, culture and development of our staff.

Desired Knowledge, Skills, and Experience

- Competent in Microsoft Office
- Comfortable with new technology
- Experience preparing training or learning packages
- Ability to work independently
- Time management skills
- Strong organisation skills
- Excellent interpersonal skills

Attributes and skills

- **Quick learner and a problem solver** – Someone who enjoys putting puzzle pieces together.
- **'Teamwork makes the dream work'** - Collaborating with great people is your jam.
- **Effective communicator** – Quickly digests key details and accurately passes information along.
- **'Big picture, little picture'** - Can you zoom in and out of tasks?
- **Bit of a stickler for the rules** – Red Earth has lots of policies and procedures to keep our systems sharp and groups safe.
- **Loves a list** – Are you able to stay on track and tick things off?
- **Sense of humour** – We take our work seriously, but not ourselves.



How to Apply

To apply for this position, email your CV and a Cover Letter to:

- Stuart Gregg: stuart@redearth.edu.au and
- Nicholas Brown-Graham: nick@redearth.edu.au

Please address the Desired Knowledge, Skills & Experience and Role Outline in your cover letter.

Red Earth is an equal opportunity employer. In particular, we encourage people who identify as Aboriginal and or Torres Strait Islander to apply.

