

## Cultural Facilitator, Our Yarning (Identified Role)

### Position Description

Reporting to:	Jessica Wimbus	Work location:	Flexible
Department:	Library For All	Budget holder:	No
Team:	Programs – Our Yarning	Direct reports:	Nil

#### Here you'll make a difference

*At Library For All, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.*

#### All roles at Save the Children contribute to our impact for children

At Save the Children, Library For All & 54 reasons, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

The Cultural Facilitator plays a vital role in liaising with Indigenous communities to support the publication of their stories while ensuring cultural integrity is upheld throughout the publishing process. This role supports our objective to create approximately 80 originally created Indigenous children's books and involves cultural advising on manuscripts as well as delivering cultural training to educators, helping them embed Indigenous perspectives into their teaching using our resources to create meaningful community impact.

#### At LFA your skills, knowledge and experience are valued.

##### Role requirements

This position requires significant responsibility in managing and respecting Cultural and Intellectual Property (CIP) and requires a deep understanding of cultural protocols and community engagement. This role directly reports to the Our Yarning Program Manager.

Drive the production of culturally authentic children's stories to support inclusion and literacy.

- Deliver writers workshops in collaboration with local communities, working with community organisations, education institutions, and other stakeholders.
- Provide cultural guidance and knowledge throughout the story publication process.
- Build and maintain strong relationships with communities, actively seeking opportunities for collaboration, partnerships, and workshops.
- Travel regularly to engage with communities and attend events.

Support learning, assessment, and advocacy of Our Yarning.

- Collect data and collaborate on Monitoring, Evaluation, Accountability, and Learning (MEAL) activities.
- Use digital tools such as Microsoft Office Suite and Canva for documentation and presentation.
- Engage in community outreach and participation in cultural readings and storytelling sessions.
- Assist in planning and attending cultural events, including NAIDOC Week and conferences.

Contribute to the operational processes of the Our Yarning program.

- Provide secretariat duties for the OY Advisory Group.
- Perform general administrative duties, such as maintaining program files and key contacts and tracking project spending.
- Engage and liaise with the Our Yarning Manager to help identify new funding opportunities.

#### **Health, safety, security and risk management**

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

#### **Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

#### **Here you'll belong**

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

**Essential knowledge or experience:**

**Cultural Competence & Respect**

- **Deep understanding of Indigenous cultures**, histories, and contemporary issues—especially those relevant to the local context.
- **Respect for cultural protocols**, including knowledge of when and how to engage with Elders and community members.
- **Lived experience or strong ties to Indigenous communities** is highly valuable.

#### **Strong Communication Skills**

- Ability to **facilitate respectful dialogue** between Indigenous and non-Indigenous stakeholders.
- Skilled in **translating cultural knowledge** into accessible, age-appropriate educational content.
- Active listening and **empathy** to navigate sensitive topics with care.

#### **Collaboration & Relationship-Building**

- Proven ability to **build trust and partnerships** with Indigenous communities, educators, and institutions.
- A **collaborative mindset** that values co-design and shared ownership of resources.

#### **Integrity & Accountability**

- Commitment to **ethical engagement** and **authentic representation** of Indigenous voices.
- Willingness to **reflect on their own biases** and continuously learn.

#### **Facilitation & Leadership Skills**

- Experience leading **workshops, consultations, or professional development** sessions.
- Ability to **mediate differing perspectives** and guide groups toward shared understanding.

#### **Desirable knowledge or experience**

- Understanding of **curriculum development** and how to embed Indigenous perspectives meaningfully—not just as add-ons.
- Familiarity with **pedagogical approaches** that support inclusive and culturally responsive teaching.

#### **Required qualifications and/or accreditations**

- Tertiary qualifications in the field of Education, Creative Industries (with relevant focus areas), preferred
- • Business, Project Management, or a relevant discipline or equivalent experience, preferred.

#### **Additional Information**

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- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct

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- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence:

Required

Working with Children Check:

Required

Travel:

Required

Assets:

Laptop