

JOB DESCRIPTION

POSITION:	First Nations Engagement Associate – contract or permanent
BUSINESS ENTITY:	The Snow Foundation
REPORTS TO:	Partnerships Manager - Our Country
UPDATED:	July 2024
LOCATION:	Sydney, Darlinghurst office
SCOPE:	part-time preferred, with potential to increase

Acknowledgement of Country

The Snow Foundation acknowledges Aboriginal and Torres Strait Islander peoples as the first inhabitants of the nation and the traditional custodians of the land, sea and waters where we live, learn and work. We acknowledge their continuing connection to their culture and pay our respects to their Elders past, present and emerging.

The Snow Foundation

The Snow Foundation is a family philanthropic foundation founded in Canberra in 1991 by Terry Snow AM and brother George. Our mission is to create opportunities and strengthen resilience for a more caring and inclusive community where everyone can thrive. We do this by identifying gaps, supporting innovative and community-led initiatives with potential for big impact, taking considered risks to help bold ideas become reality and being engaged partners, providing more than funding where we can add value. The Snow Foundation pursues a strategy of further growth and innovation, built on a strong sense of trusted partnerships with communities.

This is an opportunity to join a respected family foundation that continues to innovate and grow its significant impact and support to the for-purpose sector. There are four pillars that guide the Foundation's giving, Our Place, Our Country, Our Sector and Our Family.

The Snow Foundation and the Capital Airport Group

Terry Snow is also the founder of the Capital Airport Group, which owns the Canberra Airport. The Snow Foundation has offices in Sydney and Canberra, with the Canberra team based at the Canberra Airport, and Sydney in Darlinghurst at The Hub. Both teams utilise the expertise of the Capital Airport Group staff.

The Role:

Under the direction of your Manager, the position will work collaboratively with key internal and external stakeholders to support The Snow Foundation's partners to deliver their objectives and projects.

As a First Nations person, the role's main focus is to contribute to and support projects and partnerships focused on our key social and economic justice issues, working towards systems change and improved outcomes.

Key social justice areas include First Nations health (rheumatic heart disease), First Nations self-determination / leadership, LGBTIQ+ opportunity and rights, women's safety and economic empowerment. This role will mostly focus on the First Nations areas but also provide support across the full suite of social justice areas.

A secondary focus will be to provide advice on other First Nations projects across the Foundation.

This position will serve as a key liaison with First Nations partners and communities, ensuring that partnerships are culturally sensitive, mutually beneficial and aligned with the priorities of First Nations people, communities, and The Snow Foundation.

KEY RESPONSIBILITIES

First Nations guidance or advice

- Being a First Nations person, provide guidance or advice where appropriate on cultural practice and protocols to The Snow Foundation team.
- Work collaboratively with our First Nations cultural advisor, Vicki Wade.

Project Management support and administration

- Assist and support with the administration, planning and implementing projects and initiatives to end rheumatic heart disease such as the [Deadly Heart Trek](#). Priorities include stakeholder engagement, cultural considerations, travel and logistics, events, meetings, merchandise, permissions.
- Assist and support the organisation of events, in collaboration with Marketing and Communication, focused on awareness raising and advocacy - events may include film screenings, roundtables, networking functions, etc.
- Provide any other administrative support required by your Manager and CEO in the implementation of the full suite of the social and economic justice and empowerment portfolio.

Relationship Management & Community Engagement

- Support your Manager and the CEO with social and economic justice and empowerment partnerships including community-led initiatives.
- Under the guidance of your Manager, establish and maintain strong and transparent relationships within the Our Country pillar – including First Nations people and communities.
- Liaise and work closely with The Snow Foundation team in Sydney and in Canberra, providing support to First Nations projects and initiatives. Also work with The Snow Foundation external advisors.
- Assist with identifying opportunities for future partnerships including community-led activities and campaigns that raise awareness and advocate for change aligning with The Snow Foundation strategic directions.

Communication and Research

- Research key First Nations social and economic justice and empowerment issues and developments in government policy, media and advocacy circles and communicate these as directed with internal and external stakeholders.
- Monitor and communicate progress and impact to internal and external stakeholders.
- Keep abreast of sector developments and opportunities that could benefit Snow Foundation partners.
- Prepare reports and discussion papers for the Board of The Snow Foundation to enable informed decision-making.

Financial

- Support forecasting and planning for national grants and submissions for approval / payment within a timely manner.

Grants Management

- Understand and use the Grants Management system to ensure partnerships and grants are correctly managed and updated.

EXPERIENCE

The role requires a minimum of five years' experience in a partnership/account management or project management role.

Experience with First Nations communities and culture is essential.

REQUIRED ATTRIBUTES:

The First Nations Engagement Associate will need to have the following core attributes:

Passion for Social Impact

Demonstrate a genuine commitment to making a positive difference in the community and a passion for addressing social challenges through philanthropy and partnerships.

Strong Communication Skills

Excellent oral and written communication skills to effectively communicate with internal and external stakeholders including Board, team and partners. The ability to articulate the foundation's mission, engage with partners and communicate complex ideas clearly and compellingly is essential.

Interpersonal Skills

Strong interpersonal and relationship building skills, along with the ability to connect with individuals from diverse backgrounds, understand their perspectives and build trusting relationships. The for-purpose sector is dynamic and can present various challenges, the ability to adapt to changing circumstances, think creatively and find innovative solutions is important for success in this role. Demonstrate an inquisitive nature with a willingness to learn and stay updated on emerging trends, best practice and evolving dynamics within the for-purpose sector.

The Snow Foundation Values

Positively follow The Snow Foundation values to ensure culture is maintained as a family-owned, positive, professional philanthropic foundation. The values are:

- **Humility** – we recognise the expertise of our partners and help them achieve great things.
- **Social Justice** – we uphold principles of equity, inclusiveness, and fairness.
- **Commitment** – we are here for the long term and understand social change takes time.
- **Collaboration** – we are engaged with our partners and our community and work together supportively.
- **Empathy** – we strive to understand and share the feelings of others.
- **Transparency** – we share our learnings and promote shared intelligence.

Team Player

Demonstrate teamwork skills with internal and external stakeholders associated with the Foundation. This includes pitching in when required, providing support to other team members, and showing equal respect to your colleagues and other team members. The role will develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by their manager and the Snow Foundation team.

Delivery of Service

Ensure the highest quality and responsive delivery of service to the community, partners and advisors.

Confidentiality

The role requires handling of sensitive information of the Foundation, members and partners, and will not divulge any confidential information to any third party or other employee unless directed to do so by their manager.

Time Management skills

Ensure that all administration tasks i.e. coding of invoices and document organisation are completed in a timely manner and that costs are recorded for monthly financial statements.

Presentation and Image

The First Nations Engagement Associate must be professionally presented and have a clear understanding that they are always representing the Snow Foundation.

Feedback

The First Nations Engagement Associate may participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development and will use this feedback to understand development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager, and we encourage live feedback at any time you or your manager feel necessary during your employment. It is expected that all staff engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.

Self-Starter

The role requires a level of autonomy in providing support to the Snow Foundation team, members and stakeholders and identify priorities without ongoing direction as well as providing support at short notice when required. They will need to understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Software

The role requires proficiency in the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint, Outlook and TEAMS.
- WordPress, PDF editor,

The role also requires the individual to be comfortable using different systems. Training will be provided in the Grants management and filing systems, and Monday.com.

Target Safety – Aim High

All Snow Foundation have a duty to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

- Comply, so far as they are able, with any reasonable instruction that is given by Snow Foundation to allow it to comply with the work, health, and safety obligations.
- Comply with any reasonable policy or procedure of Snow Foundation relating to work health and safety.
- Follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

Risk management

All Snow Foundation employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of the Foundation.

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to their manager and/or Risk Management Committee as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.

Pre-Employment Medical Assessment

As part of the Snow Foundation's recruitment process all employees are required to undertake a Snow Foundation facilitated pre-employment medical assessment before commencing their employment. If you are assessed as not suitable by the medical assessor's physician, your employment with the Snow Foundation will not commence.