

Position Description

Head of Community Engagement (PN433)

AFTRS

POSITION DETAILS

Job Title: Head of Community Engagement

Indirect Reports: N/A

Division: First Nations, Outreach and Events

Key Internal Relationships: Project Management Office, Finance, People & Culture, Student Recruitment, Marketing, Teaching & Learning.

Position Status: Ongoing

Classification: AFTRS 8

Reports to: Director, First Nations, Outreach & Events

Key External Relationships: First Nations Communities, Industry partners, cultural organisations, government and education agencies.

Direct Reports: First Nations Community Engagement Manager, Community Training Officer

WORKING AT AFTRS

[AFTRS](#) is a Commonwealth statutory authority, established by the [Australian Film, Television and Radio School Act 1973](#). AFTRS is the national screen and broadcast school. Working hand-in-hand with the screen and broadcast industries, AFTRS is a global centre of excellence that delivers the highest level of screen and broadcast education, training and research across Australia.

As a member of the AFTRS team you will play an important role in celebrating and supporting creativity and storytelling, as well as being part of a School Community that is values-led. We are [values-led](#), which means that we strive for **Excellence**; we practice **Courage**; we believe in **Community**; we embrace **Creativity**, and we are **Generous**.

WORKING IN THE POSITION

Primary Purpose

Reporting to the Director, First Nations, Outreach & Events, the Head of Community Engagement provides high-level strategic support and leads consistent and meaningful outreach activity across communities in Australia and the Pacific. It plays a key role in divisional planning, delivery and evaluation, and ensures the effective delivery of culturally relevant and responsive community training, partnerships, and outreach projects that empower participants to make meaningful links to future study options, careers and other opportunities for community self-representation in the screen and audio industries. The role also brings internal and external stakeholders together to advance AFTRS' commitment to First Nations leadership, belonging and inclusion.

Key Accountabilities

Strategic Leadership and Support

- Provide high-level strategic advice to the Director First Nations Outreach & Events
- Lead divisional planning, reporting, and performance monitoring, including oversight of strategic projects and KPIs.
- Collaborate with the Director, manage divisional budgets and project budgets ensuring they are monitored, reconciled and reported accurately. Establish a process to regularly review budgets and respond proactively to emerging needs.
- Provide input and participate in divisional risk review processes, ensuring alignment with AFTRS risk management framework.
- Provide day-to-day leadership and coaching to the team, fostering a culture of collaboration, innovation and agility.

Project Design, Delivery and Evaluation

- Lead the design and implementation of co-designed initiatives that promote equitable access, participation and success for underrepresented communities. Ensuring these initiatives are developed collaboratively, drawing on the lived experiences of participants, and incorporate culturally responsive practices.
- Oversee the design, delivery and evaluation of culturally responsive, relevant and sustainable outreach programs and community training.
- Manage project budgets, timelines, deliverables, contracts, grants, agreements and reporting to ensure programs are delivered on time and within scope.
- Strengthen data analytics capabilities by refining data collection and monitoring frameworks to enable evidence-based decision-making and drive continuous improvement.

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Stakeholder Engagement and Partnerships

- Build and maintain strong relationships with First Nations communities, industry stakeholders, community organisations, and program delivery partners across Australia and the Pacific.
- Represent AFTRS in community, industry and government forums, promoting the School's strategic objectives.
- Develop and sustain mutually supportive collaborative partnerships with diverse media organisations, peak bodies, industry, government and practitioners to develop and nurture screen and audio training and career pathways for underrepresented groups.

Internal collaboration and governance

- Maintain strong internal relationships and work to build and encourage collaboration with other AFTRS' divisions to ensure holistic and connected approaches to improving outcomes.
- Provide guidance to staff on best practice in community engagement and training delivery.
- Collaborate with the student recruitment and marketing teams to promote pathways into AFTRS for members of communities that may be underrepresented in the screen and audio industries.
- Support and contribute to internal initiatives – including events, scholarships, development, accommodation, fundraising – which contribute to removing barriers to study for underrepresented groups.
- Ensure compliance with relevant legislation, policies and funding agreements.
- Leverage analytical capabilities to prepare insightful reports and briefing papers, while contributing meaningfully to internal working groups and strategic projects.
- **Other Duties:** There may be a requirement to undertake tasks outside the scope of the responsibilities listed to support the organisation. AFTRS will engage in a conversation should these tasks arise.

Key Challenges & Risks

- Developing and maintaining complex stakeholder relationships across diverse communities.
- Balancing strategic ambition with operational capacity, while managing expectations of communities, staff and students.
- Managing competing priorities while sustaining high-quality outcomes across multiple concurrent projects.

WORKING IN THE FIRST NATIONS, OUTREACH & EVENTS DIVISION

The First Nations, Outreach & Events team is a division focused on servicing our communities. We build pathways into AFTRS through community engagement, industry diversity initiatives and events. Working across the School, the team ensures First Nations cultures are embedded in AFTRS, reinforcing its role as a national hub for inclusive and accessible screen and broadcast learning.

The team develops structured education and training pathways for new, emerging, and established Aboriginal and Torres Strait Islander practitioners, collaborating with industry to ensure Australia's screen and broadcast industries reflect the nation's full diversity.

The AFTRS Events team delivers high-impact programs, cultural showcases, and networking opportunities, servicing student, philanthropic, and industry communities. These events provide platforms for diverse talent, fostering connections between creatives, benefactors, and industry leaders.

Through innovation, collaboration, and community-driven initiatives, the division drives equity, inclusion, and cultural excellence across the industry.

SELECTION/CAPABILITIES CRITERIA

Essential Criteria

AFTRS considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational qualification under s 14 of the Anti-Discrimination Act 1977 (NSW).

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1. **First Nations Engagement:** Deep understanding of First Nations cultures and protocols, with demonstrated experience in community engagement.
2. **Strategic Leadership:** Proven leadership experience in strategic project delivery and stakeholder management within arts, education, or cultural sectors.
3. **Industry Experience:** Experience working in screen, audio or creative industries.
4. **Equity Awareness:** A highly developed understanding of systemic barriers in screen and audio industry training and employment.
5. **Team Leadership:** Demonstrated experience in leading high-performing teams and fostering inclusive, cross-functional collaboration.
6. **Stakeholder Engagement:** Exceptional stakeholder engagement and relationship management skills, with the ability to build respectful, reciprocal partnerships.
7. **Student Support and Development:** Demonstrated experience in supporting, guiding and overseeing students through training programs, with a focus on culturally responsive mentoring, wellbeing and professional growth.
8. **Project Management:** Strong project management skills, including planning, delivery and evaluation.
9. **Financial Experience:** Strong business acumen, including budget oversight, reporting and governance.
10. **Analytics:** Demonstrated ability to capture and analyse data to effectively inform insights, reporting and strategic recommendations.
11. **Organisational Skills:** Strong organisational, communication and problem-solving skills, with the ability to work independently, exercise initiative and judgement, and meet deadlines.
12. **Safe Work Environments:** Experience in fostering culturally and psychologically safe work environments.

Desirable Criteria

13. Existing relationships with First Nations and Pacific communities and organisations.

EMPLOYMENT CHECKS & OTHER POSITION REQUIREMENTS

Employment Checks Needed:

- Working With Children Check
- National Police Check
- Fit and Proper Persons Assessment

Other Employment Requirements:

- A Confirmation of Aboriginal or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation with a common seal.
- The occupant of this position must hold the unrestricted and indefinite Right to Work in Australia.
- This role may require interstate and international travel.