Woorabinda Aboriginal Shire Council
Position Description

Job Title:	**Community Culture Leader**		
Award:	*Above Award*		
Employment Type:	Casual		
Reports to:	Director of Community Service/Community Services Manager		
Approved:	Kevin Bell, Chief Executive Officer		
Signature:		Version Date:	21st of November 2026

POSITION OBJECTIVE
The Community Culture Leader will support the creation of a welcoming, culturally safe and inclusive space where Woorabinda Community members and Elders can come together to participate in, share and celebrate cultural activities.

The position will focus particularly on providing opportunities for community to participate in cultural activities two to three times each week. Activities may include culture, dance, art and artefact related activities.

The role will encourage connection between generations and provide opportunities for community members to participate in cultural learning and activities in a respectful, community led environment.

WOORABINDA ABORIGINAL SHIRE COUNCIL (WASC)

Our Vision
A proud, safe, vibrant and united Woorabinda – strong in culture, strong in community, with opportunity for future generations.

Our Mission
To lead with respect, working together to strengthen culture, grow opportunity and build a proud, safe and united Woorabinda.

Our Values
Our values are based on RESPECT. Respect is how we lead, how we listen, how we make decisions and how we work with community.

Respect – We respect Elders, families, young people, staff, culture, Country and community.
Empowerment – We support local people to lead local solutions.
Strong Culture – We protect and celebrate Woorabinda's history, identity and culture.
Pride and People – We are proud of Woorabinda and put people first.
Excellence in Service – We deliver reliable services and keep improving.
Connection and Collaboration – We work together as one community.
Transparency and Trust – We are open, accountable and honest.

POSITION SPECIFIC KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

Cultural Activities and Programs

- Coordinate and support regular cultural activities for community members.
- Facilitate activities involving areas such as dance, art, cultural learning and artefact related activities.
- Develop activities that encourage participation for the people of community.
- Help create a welcoming environment where community members feel comfortable participating and sharing knowledge.
- Support activities that strengthen connection to culture and community.

Community Engagement

- Build positive relationships with community members and encourage participation in cultural activities.
- Engage respectfully with Elders, Traditional Owners, families, young people and other community stakeholders.
- Listen to community ideas about activities they would like to participate in.
- Encourage opportunities for cultural knowledge to be shared between generations.
- Promote upcoming cultural activities through appropriate Council and community communication channels.

Coordination of Cultural Space

- Assist in establishing and maintaining an appropriate space for community cultural activities.
- Coordinate resources and materials required for planned activities.
- Support the safe and respectful use of the cultural activity space.
- Assist with coordinating visiting facilities, artists, cultural knowledge holders or community members where appropriate.
- Ensure activities are conducted respectfully and appropriately for the Woorabinda community.

Program Planning and Administration

- Develop a simple schedule for regular cultural activities.
- Maintain appropriate records of activities and participation.
- Assist with planning community cultural events and initiatives.

Leadership and Workforce Management

Other duties, consistent with duties and responsibilities of the position as directed by the CEO or other senior Council staff.

SELECTION CRITERIA

- **Essential:**
  - Strong knowledge and understanding of the Woorabinda community and local cultural context.
  - Ability to engage respectfully and positively with all community members.
  - Demonstrated interest, knowledge or experience in Aboriginal cultural activities, which may include dance, art, cultural practices, storytelling, artefacts or other community cultural activities.
  - Ability to organise and facilitate community-based activities.
  - Good interpersonal and communication skills.
  - Ability to work respectfully with people across different organisations.
  - Ability to work independently while maintaining communication with supervisors.
  - A commitment to creating a culturally safe, inclusive and respectful environment.

- **Desirable:**
  - Experience coordinating community activities, workshops or events.
  - Relevant community services, cultural, arts, dance and vocal performance.

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities
Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct
Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety
Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least fifteen (15) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence, and preferably prior to their start time.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;

- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director of Community Services/Community Services Manager
Internal Liaison:	Members of the management team and all Woorabinda Aboriginal Shire Council employees.
External Liaison:	Members of the community, Suppliers, Stakeholders.

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Woorabinda Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.