

AbSec is the peak organisation advocating for the rights, safety, and wellbeing of Aboriginal and Torres Strait Islander children, young people, families, and communities in New South Wales.

As an Aboriginal-led organisation, we champion self-determination and work towards a child and family system that is culturally safe, community-driven, and responsive to the needs of Aboriginal and Torres Strait Islander peoples.

Project Lead

Key position information	
Job title:	Project Lead
Business unit:	Project Delivery
Location:	Sydney NSW
Reports to:	Chief Operating Officer
Status:	Fixed Term, Full Time (35 hours / week)
Award classification	Level 5 SCHADS Award
Delegation	Operational
Financial Delegation	TBC
Direct reports:	TBC
Position requirements	• Minimum 3 years' experience in project management or lead role. • Tertiary qualifications in social services field or associated area is desirable but not essential. • Experience of working with organisations to test and implement new resources or other change initiatives. • Experience working in a not-for-profit organisation or organisation supporting Aboriginal communities is highly desirable

About AbSec

AbSec – NSW Child, Family and Community Peak Aboriginal Corporation is the peak organisation advocating for the rights and wellbeing of Aboriginal and Torres Strait Islander children, young people and families in NSW. We provide an Aboriginal and Torres Strait Islander

perspective on child protection and out-of-home care policy to the NSW Government and support the community-controlled sector to deliver effective services for Aboriginal and Torres Strait Islander children, young people and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

Our Vision

Aboriginal and Torres Strait Islander children and young people are looked after in safe, thriving Aboriginal and Torres Strait Islander families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal and Torres Strait Islander nations and respecting Traditional Owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal and Torres Strait Islander peoples to make decisions that impact their lives, recognising the interests of Aboriginal and Torres Strait Islander children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal and Torres Strait Islander children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

About AbSec Learning & Development Centre

AbSec Learning and Development Centre (AbSec LDC), is a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

Current Projects

Aboriginal-led Commissioning

The Aboriginal-led Commissioning project empowers Aboriginal communities to design, fund,



and deliver services that reflect their needs. It shifts decision-making to Aboriginal Community Controlled Organisations (ACCOS), promoting self-determination and culturally appropriate solutions. Using the AbSec Commissioning Framework, the project co-designs, implements, and evaluates services to improve outcomes, reduce Aboriginal child overrepresentation in out-of-home care, and support family wellbeing.

ACCO Support

The ACCO Comprehensive Support Package strengthens Aboriginal Community-Controlled Organisations by addressing workforce retention, governance, and infrastructure needs. Through co-design and real-world testing, it delivers culturally informed, evidence-based tools and a scalable roadmap to enhance organisational capacity, investment readiness, and long-term sustainability, supporting community-led service delivery and self-determination.

Community Organisations Disaster Adaptation (CODA)

The CODA Project strengthens disaster preparedness and resilience among community services and vulnerable groups by improving collaboration between communities, ACCOs, NGOs, and Emergency Management. As one of eight partners, AbSec leads First Nations sector engagement, supporting Aboriginal and Torres Strait Islander organisations, ACCOs and communities to build disaster readiness and reduce local risks.

Carers Support

AbSec's Carer Support Program strengthens and sustains support for carers of Aboriginal and Torres Strait Islander children and young people involved in the child protection system. Through the free Carer Support Line, carers receive vital guidance, resources, and culturally relevant advice to help them fulfil their caring roles. The program also supports practitioners seeking advice on First Nations child and family matters. Additionally, the program delivers cultural training for carers, enhancing their cultural capability and understanding.

Strong Families, Our Way

Strong Families, Our Way strengthens community-led self-determination in the Aboriginal child and family system by establishing Aboriginal Community Controlled Mechanisms (ACCMs). These bodies provide local cultural oversight and influence system design to reduce Aboriginal and Torres Strait Islander child removals. The project also builds community capacity and supports holistic, First Nations-led service models, aiming to lower overrepresentation in out-of-home care.

Housing Support for Out of Home Care Leavers

This project addresses housing instability among First Nations young people exiting out-of-home care or other systems. Building on community research, it focuses on improving planning and support for young people exiting out-of-home care or other systems, who face high risks of homelessness and poor outcomes. Through First Nations-led co-design, it develops and pilots resources to support housing needs, informs policy reforms, and explores broader rollout opportunities.



Role purpose

The Project Lead is responsible for overseeing the planning, development, implementation, and evaluation of a portfolio of projects that contribute to AbSec's strategic objectives. Working across multiple initiatives, the Project Lead will coordinate project teams and resources, ensuring high-quality outcomes are delivered on time and within scope. This role will build and maintain strong partnerships with Aboriginal Community Controlled Organisations (ACCOs), communities, government, and non-government stakeholders to promote Aboriginal-led solutions and culturally responsive practice. The Project Lead will provide high-level advice to AbSec's executive and support strategic decision-making, while contributing to sector capacity building and practice support. While the role is generalist in nature, particular areas of focus may be highlighted from time to time in line with organisational priorities.

Function	Accountabilities
Strategic	- Oversee projects within the organisation to respond to emerging direction for Aboriginal child and family supports. - Contribute to and develop strategy at different levels of the organisation
Operational	- Lead, coordinate, and oversee the planning, implementation, monitoring, and evaluation of multiple projects to achieve AbSec's strategic objectives. - Develop, deliver, and maintain high-quality program materials and resources to support successful project implementation. - Provide guidance and direction to project teams, promoting a collaborative approach across projects and within the organisation more broadly. - Establish and maintain strong partnerships with Aboriginal Community Controlled Organisations (ACCOs), government, and other stakeholders, including meaningful and culturally respectful consultation processes. - Operate in line with approved project and program plans, managing timelines, budgets, risks, and resources effectively while escalating risks to the executive as needed. - Support co-design processes and collaborative frameworks with ACCOs, communities, and government partners to ensure programs are culturally strong and community led. - Ensure delivery of project milestones, deliverables, and contractual reporting requirements, including quarterly and annual progress updates. - Prepare and submit accurate monthly project reports, highlighting progress, risks, issues, and achievements in alignment with organisational reporting requirements and executive oversight. - Maintain and advocate for the highest standards of cultural safety, integrity, and competency across all program areas and projects. - Apply a risk management lens to all project activities to ensure proactive identification and mitigation of issues. - Undertake other duties within the scope of the role as directed

Organisational contribution	▪ Work collaboratively with other Project Leads, Project Officers, relevant Directors and team members to achieve AbSec's project objectives. ▪ Consistently acts in accordance with AbSec's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making. ▪ Comply with AbSec Policies and Procedures. ▪ Participate in organisational and professional development activities as directed. ▪ Undertake other duties within the scope of this role
Key relationships	▪ Chief Operating Officer (COO), Project Leads, Project Officers and relevant Directors and Managers. ▪ All staff to ensure robust input into activities. ▪ Aboriginal community-controlled agencies, including member agencies. ▪ Aboriginal communities, children, young people and families to source input and create awareness of project objectives

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Demonstrated commitment and capacity to promote the rights, interests and aspirations of Aboriginal people.
- Demonstrated understanding of the child protection and out of home care systems in NSW, including policies and procedures that exist that govern service delivery.
- Ability to engage with Aboriginal communities, children and young people, families, agencies, and government agencies to discuss project objectives.
- Knowledge and understanding of effective project management approaches, with experience in achieving successful projects against a plan.
- Excellent interpersonal, written and oral communication skills with the ability to build effective relationships with key stakeholders particularly Aboriginal Community Controlled Organisations and communities to achieve project objectives.
- Effective project management skills with well-developed time management skills to plan workload, prioritise and meet deadlines.
- Demonstrable personal drive, integrity and capacity to work in a team.
- Knowledge and competence in office computing applications including word processing, spreadsheets, presentation software such as PowerPoint or similar, email and electronic calendars such as Microsoft Outlook or similar.
- Understanding and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices.

The following are desirable:

- Relevant tertiary qualification, or other relevant discipline.
- Experience working in a not-for-profit organisation
- Aboriginality and/or understanding of the importance of cultural connections for Aboriginal children, young people, families, and communities.
- Understanding of the NSW child protection system.



Practical Requirements

- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and an NSW Working with Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged.

Interested in joining our team or have any questions about the opportunities available at AbSec? We're here to help you understand the roles we offer, the benefits of working with us and the application process.

pc@absec.org.au