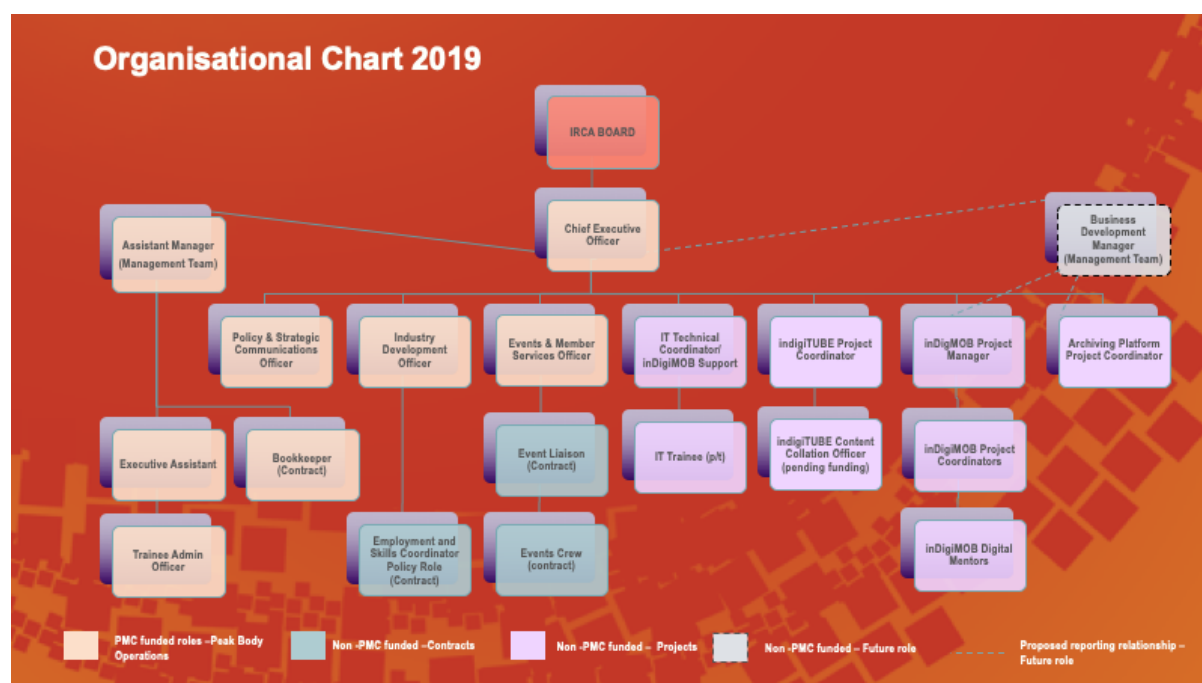


Industry Development Officer

The role

The Industry Development Officer leads projects and initiatives for industry development in the First Nations media sector. The person will oversee planning and implementation of industry strategies, facilitate advisory groups, identify new opportunities and partnerships, and organise workshops and forums to build leadership, business capacity, and governance expertise in the sector. This role will work closely with the CEO and the other staff to implement the recommendations of the Employment and Skills Development Strategy.

Where the role fits



Key responsibilities

1.	Industry Development
	<p>Webinar Series Coordination: Coordinate a regular series of webinars (in conjunction with other FNMA staff and stakeholders) for information sharing, policy or funding updates, development opportunities or other areas of interest to the sector.</p> <p>Income Generation Opportunities: Identify new funding opportunities (including philanthropic), and other potential income streams and service delivery/ sales options for member organisations. Promote these opportunities to members via FNMA website, newsletter, webinars and other means.</p> <p>Sector promotion: In conjunction with Management and the communications team, promote the sector and its unique capacity and services to external stakeholders, funders and potential clients. Identify effective ways to increase awareness of, and support for, the sector.</p>

	<p>Capacity Building: Develop/collate online resources and tools to support organisational capacity building of members in areas such as management systems, business acumen, governance, communications, project management, fundraising/reporting etc.</p> <p>Case Studies: Collate and share case studies of effective industry development activities being undertaken in the sector or related sectors. Encourage members to present good practice activities at events, in FNMA newsletter/ website or via webinars.</p> <p>Research: Collect data to assist in evaluating sector capacity and needs in areas of finance, equipment/facilities, employment, training, strategic planning.</p> <p>Governance development: Facilitate governance training workshops for Board members of First Nations media organisations.</p>
3.	Workforce Development
	<p>E&SD Strategy: Implement recommendations and Action Plans of FNMA's Employment and Skills Development Strategy, including seeking resourcing to enable implementation. This may include seeking funding for an Employment and Skills Development Officer role.</p> <p>Job and Training Opportunities: Identify and promote employment and professional development opportunities for broadcasters, media practitioners and management staff working in the sector through exchanges, traineeships, international study trips, secondments and other avenues as identified.</p> <p>Skills Workshops: Organise skills development workshops/seminars for the CONVERGE national conference, the biennial Remote Indigenous Media Festival and other industry events to meet identified areas of skills needs and interests within the sector.</p> <p>Skills Directory: Develop and maintain the online register of media practitioners' skills and experience (opt-in).</p>
4.	Advisory Groups
	<p>Facilitate industry advisory groups to enable knowledge sharing, planning and sector capacity building in areas such as:</p> <ul style="list-style-type: none"> • Employment and skills development • content development and sharing • technology and software • news and current affairs • archiving • other areas of focus identified by the sector.
4.	General
	<p>Provide weekly (or fortnightly) written reports of work undertaken (in Smartsheet or similar program as directed) for discussion with the CEO.</p> <p>Assist with FNMA funding applications and reporting, and/or support staff in submitting applications pertaining to their area.</p>

Other duties which may be undertaken: Projects as directed by the CEO.



Competencies required

- Written and oral advocacy skills.
- Strong business acumen/development and fundraising experience.
- Project Management skills.
- Working knowledge of governance.
- Ability to work effectively with a number of internal and external stakeholders.
- Ability to set and meet timeframes and outcomes.
- Ability to work independently and in a team.

Desirable knowledge and experience

- Knowledge of, or ability to acquire knowledge of the First Nations media industry.
- Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander communities and the issues affecting Aboriginal and/or Torres Strait Islanders.
- Demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islanders.

KPIs

1. At least two industry groups are established and operating within 6 months of role commencement.
2. A calendar of monthly webinars is set up and webinars run as scheduled.
3. A calendar of relevant funding sources relevant to First Nations media organisations identified and shared with the sector.
4. Monthly updates of new training, employment, cadetships, exchanges and other opportunities are provided for FNMA newsletter and online sharing.
5. Key recommendations from the Employment & Skills Development Strategy are implemented, or actions undertaken to implement longer term recommendations, within 12 months.
6. Online register of industry practitioners' skills and experience set up within 6 months of commencement.

This is an Aboriginal and/or Torres Strait Islander identified position.