
Projects and Research Officer (Identified Role)

Organisation: First Nations Eye Health Alliance (FNEHA)

Location: Flexible/Remote (based in Australia)

Employment Type: Fixed contract 12 months with possibility of extension.

Hours: 16 hours per week

Pay Rate: \$26.20/Hour + Super

Salary Packaging (per FBT year) as a not-for-profit will be available to the employee. Examples of this may include:

- Salary Package: everyday living expenses
- Meal & Entertainment

Start Date: Immediate

Identified Role: Aboriginal and/or Torres Strait Islander applicants only

About Us

The First Nations Eye Health Alliance (FNEHA) is the principal voice and peak body for Aboriginal and Torres Strait Islander eye care in Australia. As a national not-for-profit organisation, we are committed to improving eye health outcomes for Aboriginal and Torres Strait Islander people. Through advocacy, community-led research, and system change, we champion culturally safe eye care and equitable access to services for our communities.

About the Role

We are seeking a highly motivated and organised Projects and Research Assistant to support the delivery of culturally safe, community-driven eye health projects. This role will assist with research coordination, community engagement logistics, administrative duties, and communication across various project activities.

This is a 12months fixed term part-time role (16 hours/week) with the possibility of extension based on project needs and funding. You'll be working closely with our project leads and community partners on exciting initiatives, including the Ngaaminy Project and other culturally informed research work.

Key Responsibilities

- Support coordination of project timelines, meetings, and deliverables
- Assist with research-related tasks, including participant follow-up, data entry, and document preparation
- Support event coordination for community consultations and stakeholder meetings
- Maintain accurate and secure records and administrative systems
- Assist in communication with research participants and partners
- Contribute to a culturally safe and respectful team environment

Key Selection Criteria

- Identified Position: Must be Aboriginal and/or Torres Strait Islander (under Section 14d of the Anti-Discrimination Act 1977)
- Demonstrated commitment to community wellbeing and understanding of cultural safety
- Strong organisational and time management skills
- Good written and verbal communication
- Sound computer literacy and familiarity with Microsoft Office (Word, Excel, Outlook)
- Ability to work independently and with a remote team
- Experience in research, health, or community roles
- Qualifications in two or more of the following: project management, qualitative research, a diploma or degree in a health-related field or community engagement

What We Offer

- A supportive, culturally safe and empowering workplace
- Flexible working arrangements
- Training and mentorship opportunities
- An opportunity to contribute to systemic change in eye health for Aboriginal and Torres Strait Islander people

How to Apply

Please submit the following:

- A brief cover letter outlining your interest and experience
- Your resume

Applications can be submitted via email to ceo@fneha.com.au with the subject line: *Application – Projects and Research Assistant*

Due to the urgency in the appointment, we may begin interviewing suitable candidates before the closing date, so please apply as soon as possible.

Applications close: 11.59pm 17 October 2025

For further information, please contact Lose Fonua at ceo@fneha.com.au

POSITION DESCRIPTION

Projects and Research Officer (Identified Role)

Reports to: Chief Executive Officer, FNEHA

Location: Flexible/Remote

Position Summary

The Projects and Research Officer will support the delivery of culturally safe, community-driven eye health projects for the First Nations Eye Health Alliance (FNEHA). This part-time work (16 hours per week) is for a fixed term of 12 months, with the possibility of extension. The Officer will contribute to project coordination, research administration, community engagement, and evaluation efforts across key initiatives, including current national strategic plan development work and the Ngaaminy Kids Vision Project.

Position Duties

- Coordinate project activities, meetings, and timelines
- Develop and support the implementation and monitoring of projects
- Lead and contribute to research tasks, including developing literature reviews, participant communication, data collection, and document preparation
- Liaise with partners and community stakeholders to support consultation and engagement
- Support the maintenance of reporting and acquittal documentation
- Maintain secure and organised project records and databases
- Support across the team administration
- Support internal project planning, team meetings, and reflective evaluation
- Uphold principles of cultural safety and First Nations community leadership in all aspects of the role

Competencies and experience required

- Identified Position: Must be Aboriginal and/or Torres Strait Islander (under Section 14d of the Anti-Discrimination Act 1977)
- Experience in Aboriginal and Torres Strait Islander health, research, or community-led service delivery
- Familiarity with ethics processes and data collection methods in community consultation
- Demonstrated understanding of and commitment to cultural safety, Aboriginal and Torres Strait Islander histories and perspectives
- Excellent organisational and project coordination skills
- Effective written and verbal communication
- Competency in Microsoft Office applications (Word, Excel, Outlook)
- Ability to work independently and within a remote team
- Travel interstate when required

Qualifications Required

Qualifications in any of the following areas: project management, health, or qualitative and quantitative research.