



Australia's National
Science Agency

Volunteer and Engagement Coordinator (Identified Role – Indigenous)

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organisation



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Acknowledgments

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and we pay our respects to their Elders past and present. [View our vision towards reconciliation.](#)

Acknowledgement of artist and artwork

‘Journeys’ by Bree Buttenshaw (Little Butten)

This artwork starts with a star, representing an oncoming Aboriginal and/or Torres Strait Island person into their team. This person brings their own knowledge and experiences to CSIRO.

As they journey through the different pathways provided by CSIRO they continue to grow. This is represented by the star getting bigger and more complex designs. The star is surrounded by other shining stars who influence and support their growth and development.

The star is always surrounded by others, they are part of a larger, supportive network.

This story takes place in the night sky, reflecting CSIRO’s exploration and research of sciences.

The star, continues on its journey, moving off the picture plane. Growth and the pathways that take us there are not defined by a single moment. Our learning journeys are forever expanding, shifting and growing.

Bree Buttenshaw is a proud Kalkadoon woman living on Quandamooka Country. Bree mixes traditional and contemporary art together to create unique stories. She is inspired by her environment and her art reflects her feelings and experiences.

Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. [View our Child Safe Policy.](#)



About CSIRO

Who we are Australia's national science agency



One of the world's largest multidisciplinary science and technology organisations



6,300+ dedicated people working across 51 sites in Australia and globally



State-of-the-art national research infrastructure



We delivered \$10.2 billion of benefit to the nation

CSIRO (Commonwealth Scientific and Industrial Research Organisation) is Australia's national science agency and innovation catalyst and one of the world's largest and most successful publicly funded research and development organisations.

CSIRO is one of the largest and most multidisciplinary mission-driven research agencies in the world. With 51 locations and over 5,500 people across Australia and internationally, CSIRO solves the greatest challenges through innovative science and technology to deliver world-class economic, environmental, and social benefits for Australia in a global context.

Many of CSIRO's innovations were once considered impossible. Fast WiFi, Aerogard insect repellent and the plastic Australian banknote, to name a few.

Until someone, just like you, joined us and took on the challenge.

We're recruiting the next generation of enterprise services professionals. See what is possible for your career.

We are committed to developing and supporting a diverse workforce in its broadest sense and know diverse teams are more effective and deliver more innovative outcomes for science.

CSIRO Education and Outreach

At CSIRO, we're passionate about the power of science, technology, engineering and mathematics (STEM) to unlock a better future for all Australians.

A trusted leader in STEM education, our programs aim to inspire the pursuit of further STEM education among students and the community, to equip the emerging workforce with tomorrow's skill sets, and to strengthen collaboration between industry and classrooms across Australia.

Our programs connect a network of more than 300 industry partners with Australia's education leaders, and together they bring STEM to life for more than 110,000 students each year. We offer a range of programs nationally, all designed to bring real science to life in our classrooms and communities. All our resources are curriculum aligned and use best practice STEM teaching methods, catering for primary to secondary schooling, and on to tertiary education and early career opportunities.

Our programs engage with over 200,000 young people and collaborate with over 30,000 educators, 1,500 schools and 200 industry organisations.

Our extensive reach means that effective impact monitoring and evaluation is vital to ensure our initiatives successfully achieve their goals, ignite a passion for science, and bolster the future STEM workforce.

Through our evaluations, we identify a program's strengths and areas for improvement, which in turn informs the development of new education programs.

Using a range of monitoring and evaluation methods, and working collaboratively with schools, communities, and industry, we have been able to contribute to the evidence base for designing and delivering effective STEM education in Australia.

Visit [CSIRO Online](#) and [Education & Outreach](#) - CSIRO for more information.



Indigenous Science and Engagement

We know that to create a better future for Australia, we need Australia's first scientists, Aboriginal and Torres Strait Islander people, across every aspect of our organisation.

CSIRO invested in a new Indigenous Science program in 2021 to deliver a whole of organisation strategic approach to partnering with Aboriginal and Torres Strait Islander communities. The vision of the program is:

A science landscape in respectful partnership with Indigenous Australia delivering innovative, sustainable, holistic solutions to meet our greatest national challenges.

Aboriginal and Torres Strait Islander Employment

Aboriginal and Torres Strait Islander people are Australia's first scientists and we know that to create a better future for Australia, we need Aboriginal and Torres Strait Islander people across every aspect of our organisation.

Our Aboriginal and Torres Strait Islander Employment Strategy and Reconciliation Action Plan (RAP) uses a strength-based approach and models a self-determining framework which enables us to lead our Nation's science through an Indigenous knowledges and science lens.

We aim to increase Aboriginal and Torres Strait Islander employment representation to 5% across our workforce and throughout the scientific, research, technical, fieldwork and support services fields. However, we recognise that our commitment to Aboriginal and Torres Strait Islander employment needs to go beyond numbers. It involves nurturing lasting connections with Aboriginal and Torres Strait Islander peoples and communities at every level of our organisation and within our workforce.

Aboriginal and Torres Strait Islander staff have access to our Aboriginal and Torres Strait Islander staff network which meets once a month, flexible working arrangements to support continual Community and Country connections and obligations, personal leave entitlements that recognise traditional kinship relationships and NAIDOC and Ceremonial leave so that staff can thrive in the workplace while balancing their community, personal and work lives.

Aboriginal and Torres Strait Islander people represent 2.5% of our workforce as of December 2024.

For more information visit [Aboriginal and Torres Strait Islander careers at CSIRO](#) and [Indigenous science at CSIRO](#).

Position Details

Communication & Information – CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Volunteer and Engagement Coordinator (Identified Role –Indigenous)
Tenure	Specified Term of 2 years Full-time (preferred) <i>We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.</i>
Salary Range	AU\$103,390 - AU\$113,251 per annum (pro-rata for part-time) plus 15.4% superannuation
Location(s)	Any CSIRO site across Australia may be considered. Flexible work options available.
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	The position is only open to Aboriginal and/or Torres Strait Islander peoples with Australian Citizenship. CSIRO considers filling this position to be intended to constitute a special/equal opportunity/affirmative measure under section 8(1) of the <i>Racial Discrimination Act 1975 (Cth)</i> . Successful candidates are required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person
Position reports to the	Team/Project Leader
Client Focus – Internal	20%
Client Focus – External	80%
Number of Direct Reports	0



Role Overview

CSIRO Education & Outreach (CEdO) delivers STEM programs across schools, communities, industry, and national partners, with a strong commitment to inclusion and increasing opportunities for Aboriginal and Torres Strait Islander peoples.

The Volunteer & Engagement Coordinator is the front door for volunteers, students, community partners, and industry participants who engage with CEdO programs. This role is responsible for building strong relationships, supporting the recruitment and onboarding of volunteers and participants, and ensuring they have a culturally safe and positive experience throughout their journey with CSIRO.

Working across multiple STEM education programs, the Coordinator will match participants to opportunities, support program teams to prepare meaningful placements, maintain accurate records across several systems, and provide day-to-day guidance to ensure volunteers and students feel supported, connected, and confident.

A key focus of this role is providing dedicated support to Indigenous programs and Indigenous participants, while still working collaboratively across the wider CEdO portfolio. The Coordinator will work flexibly across dynamic teams, adapting quickly to shifting priorities, and contributing to process improvements that make volunteering and participation easier, more consistent, and more culturally safe.

The role will work in partnership with CSIRO's Indigenous Employment and Engagement functions to identify where cultural load or cultural capability uplift needs are emerging across teams, and to connect these to the appropriate supports and structures, rather than holding responsibility for cultural capability uplift on its own.

This is a people-centred role suited to someone who enjoys talking with others, building trust, coordinating activities, juggling multiple tasks, and helping participants feel welcomed, supported, and set up for success.

Duties and Key Result Areas

- Drive the recruitment and onboarding of volunteers, students and participants (education, industry & community stakeholders) into CEdO activities, with a strong focus on creating culturally safe pathways for Aboriginal and Torres Strait Islander participants without being responsible for cultural capability uplift of staff or stakeholders.
- Facilitate a seamless end-to-end customer/participant journey, ensuring individuals understand how to access CEdO opportunities and receive clear, proactive and individualised support from first contact.
- Support program teams to tailor and shape placement projects that are appropriately aligned with participant capability levels, ensuring a meaningful learning experience.
- Facilitate the matching of participants, volunteers, students, and host programs/projects based on individual needs, location, interests, and STEM skillsets across multiple portfolios.

- Build strong and sustainable relationships with participating education, industry and community partners and stakeholders and provide the ongoing communication, check-ins, and practical support they need to participate confidently and effectively.
- Provide day-to-day mentoring and wellbeing support to participants, volunteers, and hosts, including monitoring engagement and coordinating feedback and evaluation surveys.
- Lead and maintain the establishment of processes and procedures for recruitment, partnering and record keeping.
- Provide on-the-job support to colleagues and contribute to documentation and process improvements that enhance team effectiveness.
- Identify opportunities for and participate in collaboration and co-delivery of STEM initiatives with a view to strengthening CEEdO efforts and improving efficiencies. This may include facilitating collaborative conversations across multiple programs or attending meetings.
- Support impact and evaluation activities, and utilise data, evidence and feedback to proactively implement improvements to processes, evaluation methods and systems.
- Contribute to the preparation of written reports for program partners as required.
- Ensure all volunteers and affiliates understand their responsibilities for working safely with young people, comply with child safety requirements, including training, and have the required Working with Children/Vulnerable People (WWC/VP) Checks in accordance with CSIRO's Child Safe Policy.
- Work collaboratively as part of a multi-disciplinary, dispersed team, and business unit to carry out tasks in support of CSIRO objectives.
- Under general direction apply knowledge and skills to set work priorities, managing workload, and competing priorities to ensure the program outputs are delivered on time.
- Actively contribute across the broader CEEdO teams on a flexible, as-needed basis, supporting the delivery of STEM education initiatives in response to evolving business priorities and operational demands.
- Follow team processes and procedures including record keeping and file management, in accordance with CSIRO's record management standards.
- Work in partnership with CSIRO's Indigenous Employment and Engagement functions to identify where cultural load or cultural capability uplift needs are emerging in the team, and appropriately refer these to the right supports, rather than holding sole responsibility for resolving them.
- Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO's reputation.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- Other duties as directed.

Required Competencies

Teamwork and Collaboration: Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.

Influence and Communication: Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others' reactions.

Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.

Judgement and Problem Solving: Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.

Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction)

Adaptability: Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.



Selection Criteria

Essential

Under CSIRO policy only those who meet all essential criteria can be appointed.

1. Relevant experience in engagement, volunteering, community programs, recruitment/onboarding, education, or coordination roles, and/or a combination of education and experience that demonstrates capability to perform the duties.
2. A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies, cultures and the issues affecting these cultures in Australian society and a demonstrated ability to build strong, respectful, and culturally safe relationships.
3. Strong interpersonal and communication skills, including the ability to adapt communication styles for different audiences, provide clear guidance, and maintain positive relationships across diverse stakeholders.
4. Demonstrated problem-solving skills and adaptability, with the ability to manage competing tasks and deadlines, respond to changing needs, navigate ambiguity, and proactively identify and resolve issues in line with agreed processes, policies, and program priorities.
5. Demonstrated understanding of how to work safely with children.
6. This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.
7. Willingness and ability to undertake occasional travel to support program delivery and relationship building, and hold a current Australian Class C driver's licence.

Desirable

1. Experience working in or alongside schools, tertiary education, community organisations, or industry partners, particularly in the context of programs, outreach, or pathways.
2. Familiarity with or interest in STEM education or outreach, and a willingness to learn how CEEdO programs operate and support student and community pathways.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

- The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
- The successful candidate is required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.
- The successful candidate will be required to provide contact details of at least one Aboriginal and/or Torres Strait Islander person to be a cultural referee to confirm their ability to work and communicate respectfully with Aboriginal and/or Torres Strait Islander peoples.
- This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.

Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. Talk to us about how this role could be flexible for you. Work life balance.

Diversity and Inclusion

We are working hard to recruit diverse people and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish. We are committed to the safety and wellbeing of all children and young people.

How to apply

To apply for this role, please submit your application on-line. For internal candidates please apply via Jobs Central.

To appropriately assess your application, we ask that candidates provide the following:

- **Cover Letter** – outlining the motivation for applying and aligning capabilities and experience relevant to the selection criteria. This document should not be longer than two pages.
- **Curriculum Vitae or Resume** – outlining relevant experience, and education to the program.

If you experience difficulties when applying, please email careers.online@csiro.au

Reference Checks

Contact details for Referees will be requested following the interview process for candidates who progress to the next stage of the recruitment process.

Please note that any Referees will only be contacted after prior consultation with the candidate, and it is the candidate's responsibility to ensure that their referees are willing to provide reports when contacted by CSIRO.

Applications close

The closing date of this advertisement is **19 January 2026, 11:00pm AEDT**

Enquiries

If you would like to have a confidential discussion about this role, please contact Martin Jellinek via email at martin.jellinek@csiro.au or the Indigenous Employment team at IndigenousCareers@csiro.au.

**As Australia's national science
agency and innovation catalyst,
CSIRO is solving the greatest
challenges through innovative
science and technology.**

CSIRO. Unlocking a better future
for everyone.

Contact us

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