



Compensation Claim Project Assistant

Do you want to contribute to a significant initiative that supports Traditional Owners and strengthens cultural heritage across the Kimberley?

Dambimangari Aboriginal Corporation (DAC) is seeking a motivated and culturally aware Project Assistant to join our team in Derby, WA. This role provides an exciting opportunity to work on a major project focused on achieving fair outcomes for Traditional Owners through a complex negotiation process.

This is a part-time role and is based in Derby, WA. Relocation support will be provided to the successful candidate, if required.

Reporting to the Project Officer, you will provide a broad range of support functions including project administration, stakeholder liaison, and community engagement. This role will also require travel to remote communities, adherence to cultural protocols, and proactive support for technical assessments and research activities.

Key duties will include:

- Provide comprehensive project administration, including document management, meeting coordination, and financial record-keeping.
- Support community engagement activities, including planning and delivering consultations with Traditional Owners.
- Act as a point of contact for stakeholders and maintain positive working relationships.
- Assist with research and collation of cultural and land-use information to support the claim.
- Ensure compliance with organizational policies and cultural protocols.

What We Are Looking For:

You'll be a highly organised and adaptable professional who thrives in dynamic environments. With strong coordination skills and a commitment to Aboriginal cultural protocols and self-determination. You will also bring:

- Relevant qualifications in administration, project management, Indigenous studies, social sciences, or a related discipline or equivalent capability gained through practical work.
- Proven ability in project coordination and administration, including managing multiple priorities and deadlines.
- Experience working with Aboriginal corporations or land councils in community consultation and stakeholder engagement.
- Familiarity with legal processes or government negotiations (highly regarded).
- Strong interpersonal skills to engage respectfully and effectively with Traditional Owners and diverse stakeholders.



- Flexibility to travel across the Kimberley region and on Country to support consultations and engagement activities.
- Ability to obtain and maintain:
 - Working with Children Check
 - National Police Clearance
 - First Aid Certificate

About the Dambeemangaddee people:

We are the Traditional Owners of the land and waters along the north-west Kimberley coastline, extending from the Robinson River, just north of Derby to the Prince Regent River in the far north of the Kimberley region in WA. It has been our home for many thousands of years. We carry the cultural responsibilities of our ancestors to look after Country. Our Country is of great conservation significance, home to many threatened and endemic species, mighty rivers, coral reefs, powerful whirlpools, rugged cliffs, sandy beaches, and more than 700 islands. Dambeemangaddee are part of the Wandjina-Woongudd community. We all share a unique body of beliefs and cultural practices we maintain strong connections to our land through our Law, Culture, songs and stories. We visit our Country when we can and have set up homeland communities on our remote coastline. We want to return to Country, live on our homelands, regain control, and teach future generations.

About the Corporation:

Dambimangari Aboriginal Corporation (DAC) is a small, community-driven organisation based in one of the most remote and spectacular regions of the Kimberley. We represent and work for the Dambimangari Traditional Owners, guided by Law and Culture. With a team of over 50, most of whom are Traditional Owners, DAC delivers a wide range of programs and services that support our people, protect Country, and strengthen culture. Our key functions include:

- Managing Native Titles and stakeholder engagement (mining, tourism, development)
- Members Services in health, education and wellbeing
- Land and sea management, including ranger programs and marine parks
- Cultural heritage and Visitor management.
- Economic development and Remote infrastructure
- Corporate Services (finance, admin, payroll)

DAC offers:

- Competitive salary with salary sacrificing up to \$15,899
- Training and development opportunities in a supportive team environment
- 5 weeks annual leave with office closure over the Christmas period

Ready to Apply?

If you're passionate about making a difference and ready to support a dynamic team, we'd love to hear from you! Learn more about DAC and the Dambeemangaddee people:

www.dambimangari.com.au



For more information about the position, please email dambi@wcasolutions.com or call (08) 9383 3293