

Position Description

Position	Volunteer – Cultural Safety Coordinator
Organisation	Refugee and Immigration Legal Service (RAILS)
Location	South Brisbane (on-site)
Reports to	Chief Executive Officer (CEO) and Operations Director
Duration	May 2026 – December 2026
Commitment	One day per week

About RAILS

RAILS is a community legal centre providing free legal services to people seeking asylum, refugees, and vulnerable migrants across Queensland. Our work is grounded in a trauma-informed, holistic approach, and we are committed to strengthening culturally safe practices across all aspects of our organisation.

About the Role

RAILS is seeking a dedicated and experienced volunteer to support the implementation of our Cultural Safety Plan. This role will work closely with the CEO and Operations Director to translate strategy into meaningful, practical action across the organisation.

The Cultural Safety Coordinator will play a key role in shaping how RAILS embeds cultural safety in its daily practice, supporting internal capability, strengthening external relationships, and ensuring our approach is respectful, informed, and accountable.

This role is identified for an Aboriginal and/or Torres Strait Islander person, recognising the importance of lived experience, cultural knowledge, and leadership in guiding this work.

Key Responsibilities

- Support the implementation of the RAILS Cultural Safety Plan and associated action plan
- Develop and monitor an implementation roadmap aligned to organisational priorities
- Provide guidance and advice to leadership on culturally safe practices and approaches
- Coordinate and project manage key initiatives and activities under the plan
- Identify and engage with Aboriginal and Torres Strait Islander organisations to build meaningful partnerships
- Support the development of culturally appropriate communications, including social media content
- Source resources, tools, and learning opportunities to strengthen staff capability
- Contribute to reporting on progress, outcomes, and areas for improvement

Skills and Experience

- Strong understanding of cultural safety principles and their practical application
- Demonstrated experience in project coordination or program implementation
- Knowledge of Aboriginal and Torres Strait Islander communities, organisations, and networks (particularly within Queensland desirable)
- Ability to build respectful and meaningful relationships across communities and stakeholders
- Strong communication skills, including the ability to develop clear and engaging content
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint) and/or digital platforms (e.g. Canva)

Personal Attributes

- A thoughtful and grounded approach to cultural leadership
- Integrity, respect, and a commitment to community-led practice
- Ability to work both independently and collaboratively
- Strong organisational skills and attention to detail
- A genuine interest in contributing to social justice and equitable service delivery

What You Will Gain

- The opportunity to shape and influence cultural safety practices within a purpose-driven organisation
- Experience working alongside senior leadership in implementing organisational strategy
- The ability to contribute to meaningful, long-term impact for diverse communities
- A supportive and values-driven working environment

How to Apply

Please submit a brief expression of interest outlining your experience, connection to community, and interest in the role.