



INVITATION FOR EXPRESSIONS OF INTEREST

REGIONAL DROUGHT RESILIENCE COORDINATOR

Torres Cape Indigenous Council Alliance (TCICA) invites expressions of interest from suitably qualified experienced individuals to support the implementation of the Torres and Cape Regional Drought Resilience Plan (RDRP). The project will support TCICA member councils and regional partners to strengthen coordination, planning, and delivery of drought resilience initiatives across the Torres and Cape region in Far North Queensland.

About the Role

The role is grant funded and will work closely with TCICA, member councils, and key stakeholders to support delivery of regional priorities under the RDRP. This document describes the key accountabilities, duties and required capabilities of the coordinator and is not designed to be prescriptive.

This role requires both strong stakeholder engagement capability and the ability to deliver structured outputs, reporting, and coordination across multiple workstreams.

Scope of Services

The contractor will be expected to:

- Support implementation of the Torres and Cape RDRP
- Coordinate regional activities and stakeholder engagement
- Establish and facilitate a community of practice across the region
- Support governance structures, including working groups and meetings
- Prepare agendas, minutes, and follow-up actions
- Develop and maintain simple monitoring and reporting frameworks
- Track progress against RDRP priorities
- Support coordination and oversight of external consultants
- Prepare reports, briefings, and funding acquittals

Engagement

- Engagement type: Independent contractor
- Term: To 30 November 2026 (aligned with funding), with potential extension
- Hours: Flexible (part-time equivalent expected)
- Location: Remote, with travel across Torres and Cape as required
- Reporting to: TCICA Senior Executive Officer

The contractor will operate as an independent supplier and will be responsible for delivery of agreed services and outputs, working closely with TCICA Senior Executive Officer.

Skills and Experience

Essential

- Strong stakeholder engagement capability and experience working with remote and First Nations communities
- Demonstrated experience in project coordination or program delivery
- Strong organisational and time management skills
- Ability to work independently across a dispersed region
- Excellent written and verbal communication skills
- High level of digital literacy (Microsoft 365, online meetings etc.)
- Highspeed and reliable internet connection to host Teams meetings

Desirable

- Experience in climate resilience, natural resource management, or regional development



- Tertiary qualifications in project management, communications, public relations, business, agribusiness or other related disciplines.
- Knowledge of Federal, State and local governments policy and mechanics of government
- Experience in writing corporate documents for government-funded programs

Submission Requirements

Interested contractors are invited to submit:

1. Brief proposal (max. 2 pages) outlining:
 - Relevant experience
 - Approach to delivering the role
 - Understanding of the Torres and Cape context
2. Resume / capability statement
3. Proposed fee structure
 - Hourly or daily rate
 - Availability in line with TCICA's member meetings available at www.tcica.com.au
4. Referees
5. Confirmation of:
 - ABN
 - Insurances (or ability to obtain)
 - Capacity to enter into a services contract

Applications should be emailed to lucy.deemal@tcica.com.au by **5pm Friday 8th May 2026**.

Contract Requirements

The successful contractor will be required to:

- Enter into a TCICA Contract for Services
- Hold appropriate insurances, including:
 - Public liability
 - Professional indemnity
- Comply with all relevant legislative, WHS, and policy requirements
- Operate as an independent contractor (not an employee)

Contact

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