

Position Description

Position Title:	Community Development Officer
Location:	Arrupe Place, Parramatta (with some travel to the head office in Elizabeth Bay and other locations around Western Sydney)
Reports to:	Arrupe Project Manager
Award:	SCHCADS Level 5.1
Conditions:	Part-time position, 0.8 F.T.E.

ORGANISATIONAL BACKGROUND

Jesuit Refugee Service (JRS) is an international Catholic organisation with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS works in situations of greatest need, where people are most vulnerable, where there are gaps in services and where partnerships can be formed to better serve people seeking safety.

In Australia, JRS works to uphold the rights of people who are in the process of seeking asylum and aims to support people to empower themselves, to live meaningful and dignified lives while feeling welcomed and connected to a more fair and just community.

As an independent, not-for-profit, non-government organisation JRS Australia undertakes the following activities:

- Supports and accompanies community-based people seeking asylum and refugees through a holistic programme of casework, financial assistance, community activities, food bank, English classes, workshops and drop-in programs provided through Arrupe Place and JRS's Community Centre.
- Supports and accompanies people seeking asylum and refugees through the Arrupe Project, which includes temporary accommodation provided through the Blaiket Shelter.
- Supports and accompanies asylum seekers who are held at detention facilities across Australia.
- Conducts research in order to advise government and non-government organisations (NGOs) on policy and program responses.

- Raises awareness with young people and others in the community through schools, community centres and other stakeholders about forced displacement, social justice, the situation of people seeking asylum in Australia, the barriers that they face, and ways to get involved.
- Undertakes research and advocacy with and on behalf of people seeking asylum and refugees in Australia.
- Supports JRS projects and activities overseas, for example through international advocacy and fundraising campaigns.

POSITION OVERVIEW

The Community Development Officer will work with local communities to bring about social change and improve the quality of life of people seeking asylum. In partnership with others, she/he will ensure those who are marginalised and excluded from society are included and supported to gain self-confidence to increase their engagement with the local community.

Reporting to the Manager of the Arrupe Project, the Community Development Officer is responsible for the planning, supervision and implementation of social, educational and well-being programs and events suitable for people seeking asylum and refugees.

The Community Development Officer will work closely with the Arrupe Project Manager, Volunteer Coordinator, caseworkers, and volunteers to maintain the operations and strategic direction of the Arrupe Project.

KEY TASKS AND RESPONSIBILITIES

Community Development

- Build and maintain relationships with a range of local stakeholders, including: community-based organisations, schools, faith-based organisations community groups and other local stakeholders; and facilitate their participation in supporting and advocating for people seeking asylum in the community.
- Actively engage and consult with the people that JRS supports and key stakeholders on the needs of people seeking asylum in the community.
- Design and implement activities that address the social, health and welfare needs of people seeking asylum, in partnership with the clients, local communities, NGOs, schools and local businesses, and using a strengths-based Community Development model.
- Find creative ways to involve people seeking asylum, in the delivery, monitoring, and evaluation of all activities conducted at Arrupe Place Community Centre by collecting regular statistics on outputs and outcomes and ensuring that these inform future learning for JRS.
- Work with the Volunteer Coordinator to provide training and support to JRS volunteers.
- Support volunteers to facilitate group-work sessions with people seeking asylum where appropriate.
- Ensure database is regularly updated.
- Assist in the development of relevant operational policies and guidelines.

- Other related duties as delegated by the Arrupe Project Manager

Student Volunteering

- Review, manage and develop opportunities for students to engage with the work of JRS through volunteering opportunities at the Arrupe Project.
- Manage students who are placed at JRS for work experience and volunteering opportunities ensuring they are able to contribute to the work of the Arrupe project in a safe and appropriate way and also receive opportunities for exposure and education on relevant issues.

Philosophy, Mission and Values

- Understand and demonstrate the Mission and Values of JRS on a day-to-day basis; respect, hope, dignity, solidarity, hospitality, justice and participation
- Adhere to the policies and procedures of JRS.
- Adhere to the JRS and the Australian Jesuit Province Code of Conduct.
- Behave in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, ability or any other background.
- Provide and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed.

Occupational Health and Safety

- Comply with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission and JRS
- Work in a manner that considers duty of care for self and others and be safety conscious at all times
- Report inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents

Quality Assurance and Continuous Improvement

- Attend relevant meetings, workshops, conferences and training, as required
- Become familiar with, and follows JRS and the Province's quality and standard policies, procedures and management instructions
- Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way
- Strive for continuous improvement in the quality system and work practices by being alert to opportunities for improvement
- Maintain confidentiality in relation to clients, staff and volunteer issues.

Confidentiality

- Maintains confidentiality in relation to clients, staff and volunteer issues.

- Ensures the people we serve are aware of their right to privacy and confidentiality, as part of the service delivery of the JRS Arrupe Project.

SELECTION CRITERIA

Essential:

- Minimum three years' work experience in community development, international development, human rights, community/social services or similar.
- Relevant tertiary qualification in community development, social work, human rights, international development, or similar.
- Demonstrated experience in facilitating workshops and forums, including delivering capacity building training.
- Demonstrated ability to consult, identify, implement, and monitor and evaluate community development initiatives.
- Demonstrated experience in working with people who are in the process of seeking asylum and/or with people from refugee backgrounds, as well as a high level of cross-cultural awareness.
- Outstanding networking skills and experience building and maintaining partnerships with key partners and stakeholders
- Excellent verbal, written, and interpersonal communication skills.
- Capacity to manage competing deadlines, prioritise workload appropriately and work in a flexible manner.
- Ability to work effectively as part of a team and flexibility to work with two projects and with different stakeholders
- Adherence to the mission and values of Jesuit Refugee Services and the Australian Jesuit Province.
- Commitment to human rights and social change and a passion for the rights of people seeking asylum and refugees.
- Commitment to working within current Equal Employment opportunities (EEO), Work Health and Safety (WH&S), and child protection legislation.

Desirable:

- Experience in advocacy.
- Fluent in a relevant community language.
- People from refugee backgrounds are encouraged to apply. Valid NSW Driver's License and willingness to travel between JRS sites and to travel to meet stakeholders and partners, as required.

Application Process:

If you would like further information about the Community Development Officer position, please contact: Maeve Brown, Manager – The Arrupe Project: maeve.brown@jrs.org.au or 9098 9336

To apply, please address the selection criteria and send your response, along with your resume and a cover letter to: info@jrs.org.au by **COB on Friday 4th August Aug 2017**.

Or alternatively you are welcome to post your application to:

Jesuit Refugee Service

Attn: Office Manager

PO Box 522

Kings Cross NSW 1340