

## Position Description

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| <b>Position Title:</b> | Policy and Advocacy Coordinator   |
| <b>Location:</b>       | Head Office 24 Roslyn Street, Elizabeth Bay, NSW 2011<br>(with occasional travel to Arrupe Place in Parramatta) |
| <b>Reports to:</b>     | JRS Australia Country Director  |
| <b>Salary:</b>         | \$73,059 FTE (including superannuation)   |
| <b>Conditions:</b>     | Full time position<br><br>Three years (with possibilities of extension)   |

### 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 in Parramatta.
- Supports and accompanies people seeking asylum and refugees through the Arrupe Project, which includes temporary accommodation provided through the Blaiket Shelter.
- Supports and accompanies people seeking asylum 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 Policy and Advocacy Coordinator will provide policy, advocacy and research support to JRS Australia with an emphasis on asylum seekers in the community and in detention, and will contribute to developing, with JRS Director and other staff at JRS Australia, the strategic planning for new fields of advocacy.

The Policy and Advocacy Coordinator will work with the Director and other staff to enhance the effectiveness of the provision of best practice support and services to the women, men and children that JRS works with, who are some of the most vulnerable asylum seekers and refugees in Australia.

The Policy and Advocacy Coordinator will strengthen policy, advocacy, research, events planning and delivery, support organisational strategic planning, reflection and learning; and support with the development of JRS policy positions on key issues affecting people seeking asylum and refugees.

The Policy and Advocacy Coordinator will work closely with JRS Director, Communications Coordinator, Arrupe Project Manager and other staff members and volunteers.

## **KEY TASKS AND RESPONSIBILITIES**

### **Policy and Advocacy**

- Working closely with JRS Australia Director to develop, plan and implement advocacy strategies and a National Advocacy plan for JRS Australia.
- Monitor and evaluate the implementation of the advocacy plan.
- Enhance advocacy efforts by integrating the advocacy component in all aspects of the project cycle including project planning and proposal, implementation, reports and evaluation.
- Jointly with the Communications Coordinator, strengthen JRS Australia website as a tool for advocacy, awareness raising, fundraising and volunteers engagement.
- Coordinate the multiple components of the policy and advocacy agenda to maximise impact - i.e. input from partners, volunteer advocates, actions, media activities, direct representation, mobilisation, and alliances with other organisations and networks.

- Represent JRS Australia at relevant key stakeholder meetings and keep other key staff informed of outcomes.
- Contribute to forging and maintaining excellent links with key policy and relevant decision makers, including key parliamentarians and officials at national and state level.
- Maintain links, liaise and exchange information as appropriate with key UN organisations, wider Church networks, and other NGOs.
- Encourage collaborative advocacy by working with key regional and national advocacy coalitions and networks.
- Provide training and support to staff and partners on advocacy and policy issues.
- Develop strategies to foster asylum seekers and refugees self-expression and self-advocacy.
- Strengthen advocacy partnerships and initiatives with local organisations and JRS partners.
- Monitor and analyse policies that affect people seeking asylum and refugees.
- Assist the Country Director by providing analysis of policy issues and their implications including trends, risks and developments.
- Assist in the documentation and consolidation of JRS experiences and lessons learnt.
- Draft letters, press releases, statements, briefs, submissions, articles, reports, summaries and other advocacy related documents on issues of concern.
- Respond to government consultations relevant to JRS lobbying, advocacy and policy agenda.
- Propose, support and develop advocacy-orientated research to advance the rights of people seeking asylum, refugees and displaced people.
- Manage and support volunteers and interns to increase reach and effectiveness of the work undertaken.

### **Fundraising, reporting and evaluating**

- Collaborate with fundraising efforts and work with the Director on preparing advocacy related funding bids, proposals and reports.
- Assist in the planning and organisation of significant meetings and fundraising events.
- Monitor and evaluate advocacy activities and incorporate feedback into an ongoing process of improvement.
- Prepare reports to the Country Director and JRS' Australia Board about the development of advocacy efforts and activities.
- Other tasks as delegated by JRS Australia Director.

### **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.
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- Behave in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, ability or any other ground.
- Provide and promote 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 take 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 and all JRS' programs.

### **SELECTION CRITERIA**

#### **Essential Requirements:**

- Tertiary qualification or equivalent professional experience in relevant disciplines.
- At least two years' experience in a policy, advocacy, campaigning or research role.
- Experience of external representation to politicians, government officials and other decision-makers.
- Experience of working with informal networks, coalitions or peak organisations.
- Demonstrated knowledge and understanding of the issues faced by asylum seekers and refugees living in Australia.
- Good experience developing and coordinating projects/programs and establishing coordinated ways of working.
- Fundraising experience and evidence of successful small/medium-size grants applications

- Capacity to manage competing deadlines, prioritise workload appropriately and work in a professional and flexible manner, and good organization and administrative skills.
- Outstanding networking skills and experience building and maintaining partnerships with key organisations and stakeholders.
- Advocacy skills, diplomacy, ability to persuade and influence and ability to be an analytical thinker with excellent problem-solving skills.
- Excellent oral, interpersonal and cross-cultural communication skills.
- Outstanding written skills in English.
- Capacity and enthusiasm to work collaboratively and effectively as part of a multi-disciplinary team comprising staff and volunteers.
- Adherence to the mission and values of Jesuit Refugee Services and the Australian Jesuit Province.
- Commitment to human rights and social change
- Competent in using MS Office and online database/reporting systems.
- Commitment to working within current Equal Employment opportunities (EEO), Work Health and Safety (WH&S), and child protection legislation.
- Willingness to undertake occasional travel within NSW or interstate to represent JRS as relevant.

**Desirable:**

- Direct experience working with people seeking asylum or refugees or in the asylum sector.
- Experience coordinating and supervising volunteers.
- Driver's Licence and access to a reliable & comprehensively insured vehicle.

**Application Process:**

If you would like further information about the **Policy and Advocacy Coordinator** position, please contact: Carolina Gottardo, JRS Australia Director at [carolina.gottardo@jrs.org.au](mailto:carolina.gottardo@jrs.org.au) or 02 9356 3888.

To apply, please address the selection criteria and send your response, along with your resume and a cover letter to: [info@jrs.org.au](mailto:info@jrs.org.au) **by 7<sup>th</sup> August 2017**

Or alternatively you are welcome to post your application to:

Jesuit Refugee Service  
 Attn: Office Manager  
 PO Box 522  
 Kings Cross NSW 1340

*Thank you for your interest in working with Jesuit Refugee Service Australia.*