

Position Description

Position Title:	Project Officer – refugees and people seeking asylum
Location:	JRS Head Office in Elizabeth Bay (with travel to Arrupe Place in Parramatta, other locations around Western Sydney and occasional domestic travel)
Reports to:	JRS Country Director
Conditions:	Part time position, 0.6 F.T.E. One year contract (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 fairer 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 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.

JRS is one of the Social Ministries of the Australian Jesuit Province.

POSITION OVERVIEW

The Project Officer will be responsible for:

- The mapping of the activities, initiatives and projects concerning refugees and people seeking asylum across the Australian Jesuit Province.
- The delivery and development of the JRS Schools Engagement Program that engages with young people around the topics of forced displacement, human rights and social justice.

The Project Officer will work in close partnership with the Australian Jesuit Province and in particular with the Project Officer for Aboriginal and Torres Strait Islander Peoples.

KEY TASKS AND RESPONSIBILITIES

Asylum and Refugee Liaison Program

- Develops a thorough mapping exercise of the activities, initiatives and projects across the Australian Jesuit Province in relationship to refugees and asylum seekers.
- Works with relevant staff and volunteers at JRS and the Australian Province including other social ministries, parishes, schools and other key stakeholders to map and establish links and possibilities of partnership and collaboration.
- Builds and maintains good relationships with other social and education ministries within the Australian Jesuit Province to raise awareness about forced displacement and the situation of refugees and people seeking asylum in Australia.
- Facilitates good, productive and appropriate working relationships with all organisations that come under the umbrella of the Province.
- Works closely with the Project Officer on Aboriginal and Torres Strait Islander Peoples to ensure that the main human rights issues currently affecting Australia, namely aboriginal and asylum issues, are coordinated for the Jesuit Province and that new links are established.
- Manages and analyses information on the development of the project and reports on its progress.

Schools Engagement and Speaking Program

- Manages the JRS Schools Engagement Program with Catholic schools and other schools.
- Builds and maintains relationships with students, teachers, and parents at primary and secondary schools, with a particular focus on engagement with Catholic schools within the Parramatta LGA and in Western Sydney.
- Organises refugee speakers to present at schools, in partnership with the Refugee Council of Australia (RCOA) and its face-to-face speakers program, where refugees share their experiences to raise awareness of key issues of forced displacement and human rights.
- Explores ways for JRS to further engage with schools in the Parramatta area who have asylum seeker students and provide opportunities for support or engagement.
- Provide information, resources, and support to young people wishing to initiate their own projects that relate to forced displacement and people seeking asylum, with a particular focus on connecting young Australians with young migrants and refugees, asylum seekers and migrants.
- Re-establishes the JRS Youth Award – an annual multimedia competition, designed to engage and educate young people on forced displacement and people seeking asylum in other parts of the world.
- Develops and disseminates educational materials and resources on forced displacement, human rights and Catholic social teaching and uses the school's resources and materials as a tool to engage young people in awareness raising, advocacy and practical support for people seeking asylum.

Project Management

- Manages and supervises project activities through the project life cycle.
- Administers the funds of the program according to the approved budget for the program and monitors the expenses.
- Provides frequent reports to Director, Provincial Delegate and JRS Australia's board regarding program performance and status.
- Monitors and evaluates the efficacy of the Province liaison and schools program and incorporates feedback into an ongoing process of improvement.
- Other duties as may be determined by the JRS Director.

Philosophy, Mission and Values

- Understands and demonstrates the Mission and Values of JRS on a day-to-day basis; respect, hope, dignity, solidarity, hospitality, justice and participation.
- Adheres to the policies and procedures of JRS.
- Adheres to the JRS and the Australian Jesuit Province Code of Conduct.
- Works closely with the relevant people in all of the Jesuit ministries to ensure that Ignatian spirituality is fostered and lived within those ministries.
- Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, ability or any other background.
- Provides 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

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

Quality Assurance and Continuous Improvement

- Attends relevant meetings, workshops, conferences and training, as required
- Becomes 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.
- Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement.
- Maintains confidentiality in relation to clients, staff and volunteer issues.

SELECTION CRITERIA

Essential Requirements:

- Tertiary qualifications in education, community development, human rights, welfare or another relevant discipline, or equivalent experience.
- At least two years' experience in a similar role
- Demonstrated understanding of the issues faced by asylum seekers and refugees living in Australia. Significant experience developing and coordinating projects/programs, particularly in relation to education and establishing coordinated ways of working.
- Capacity to manage competing deadlines, prioritise workload appropriately and work in a flexible manner.
- Experience delivering workshops, training or running group sessions.
- Outstanding networking skills and experience building and maintaining partnerships with key partners and stakeholders
- Excellent oral, written, interpersonal and cross-cultural communication skills.
- Ability to work effectively as part of a team and flexibility to work with two projects and with different stakeholders.
- Ability to be an analytical thinker with excellent problem-solving skills
- Adherence to the mission and values of Jesuit Refugee Services and the Australian Jesuit Province and a commitment to gender equality.
- 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.

Desirable:

- Direct experience working with people seeking asylum or refugees.
- Understanding of Catholic Church structure, systems and procedures and experience working in a Church based organisation.
- Understanding of Catholic Social Teaching.
- Direct experience working with schools.
- 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 **Project Officer** position, please contact: Carolina Gottardo, JRS Australia Director at 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 by **7th 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.