

## Position Description

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| <b>Position Title:</b> | Community Development Coordinator   |
| <b>Location:</b>       | Westmead (with some travel to the head office in Elizabeth Bay and other locations around Western Sydney) |
| <b>Reports to:</b>     | Manager – the Arrupe Project  |
| <b>Award:</b>          | SCHADS Level 5.1  |
| <b>Conditions:</b>     | 1.0FTE<br><i>(5 days/week for 1 year with the possibility of extension depending on funding)</i>          |

### ORGANISATIONAL BACKGROUND

Jesuit Refugee Service (JRS) is an international Catholic organisation with a mission to accompany, serve and advocate for 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 program of casework, financial assistance, temporary accommodation, community activities, foodbank, English classes, an employment program, a women's program, workshops and drop-in programs provided through the community centre space in Westmead.
- Supports women seeking asylum to increase their understanding of domestic and family violence and sexual and gender based violence, its drivers and their rights, as well supporting women to access support and referral pathways
- Supports and accompanies people seeking asylum who are held at detention facilities across Australia and those who have been in detention in the past.

- Raises awareness with young people and others in the community through schools, community centres and other stakeholders about forced displacement, social justice, human rights, 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 in order to advise government and nongovernment organisations (NGOs) on policy and program responses.
- Supports JRS projects and activities overseas, for example, through regional and international advocacy and campaigns.

## **POSITION OVERVIEW**

The Community Development Coordinator is responsible for the planning and/or co-design, implementation and monitoring and evaluation of social, educational, cultural and wellbeing programs and events focussed on the self-empowerment and wellbeing of people seeking asylum. The Community Development Coordinator reports to JRS' Arrupe Project Manager.

In partnership with others, the Community Development Coordinator will ensure that those who are marginalised and excluded from society are included and supported to gain and strengthen self-confidence to increase their engagement with the local community and to assert their rights, with a particular focus on youth-led programs.

The Community Development Coordinator will also work with the Volunteer Coordinators, to recruit and roster volunteers across various program areas, with a particular focus on promoting client-volunteering.

The Community Development Coordinator will work closely with other staff to maintain the operational and strategic direction of JRS, including the development and implementation of relevant policies and strategies.

## **KEY TASKS AND RESPONSIBILITIES**

### **Community Programs & Leadership**

- Consult with JRS clients to shape the strategic direction of community development activities at JRS, and feedback findings to inform the work relevant to other roles/teams.
- Collaborate with JRS clients and relevant stakeholders to create, coordinate and monitor community programs, including programs led by people with lived experience. Including, but not limited to:
  - English program
  - playgroup
  - women's groups
  - men's group
  - community garden
  - youth led programs, including Homework and Chill
  - arts and wellbeing activities
  - other relevant programs that clients would like to implement

- Coordinate community events aimed at marking cultural celebrations and increasing social cohesion e.g. Nowruz, Dewali, Christmas, etc.
- Monitor and evaluate community development initiatives in collaboration with clients and relevant stakeholders.
- Ensure that relevant statistics are collected, that program activities are monitored and that the database is regularly updated.
- Develop and deliver relevant workshops and community information sessions, as needed, in addition to facilitating training to increase the leadership capacity of JRS clients.
- Assist in the development of relevant operational policies and guidelines relevant to the role.
- Undertake other relevant activities as required by the Services Manager.

### **External relations and representation**

- Develop and maintain external relationships and build partnerships with stakeholders in the community development sector and other relevant stakeholders.
- Work closely with the advocacy, communications, schools and fundraising teams to develop and implement relevant strategies and to promote clients self-led advocacy
- Act as an ambassador for JRS Australia with key stakeholders and at relevant events/activities

### **Volunteering**

- Recruit, train and mentor JRS clients to volunteer with JRS.
- Work in collaboration with the Volunteer Coordinators to recruit, train and roster JRS volunteers across various programs.
- Work with the Volunteer Coordinators to develop training and resources focussed on cultural competency for volunteers.
- In collaboration with lead volunteers, coordinate the JRS foodbank, including overseeing weekly ordering and shopping, restocking, and managing donation and client lists.
- Manage students who are placed at JRS for work experience and volunteering opportunities for relevant community development activities, ensuring they are able to contribute to JRS' work in a safe and appropriate way and also receive opportunities for exposure and education on relevant issues.

### **Reporting**

- Keep confidential client records and data stored in the JRS database.
- Provide quarterly stats and reports to the JRS Board and other funding bodies as required.

### **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.

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- Adhere to the policies and procedures of JRS.
- Adhere to the JRS and the Australian Jesuit Province Code of Conduct.
- Work closely with the relevant people in all of the Jesuit ministries to ensure that Ignatian spirituality is fostered.
- Behave in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, migration status 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 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 follow JRS and the Jesuit Province's quality and standard policies, procedures and management instructions.
- Be open to new ways of doing things that enhance working in an environment that is inclusive and 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:**

- 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 or migrants in vulnerable situations, 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.
- Adherence to the mission and values of Jesuit Refugee Services and the Australian Jesuit Province.
- Commitment to human rights, gender equality and social justice 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:**

- Fluent in a relevant community language.
- People from refugee backgrounds are encouraged to apply.
- Experience in advocacy on refugee and asylum issues.
- Experience in youth work or in supporting youth-led programs or initiatives.

### **Application Process:**

If you would like further information about the Community Development Coordinator position, please contact: Maeve Brown, Manager, the Arrupe Project [maeve.brown@jrs.org.au](mailto:maeve.brown@jrs.org.au) or 9098 9336

To apply, please address all of 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 **COB on Monday, 15th July 2019**