

## Position Description

### **Position: Community Engagement & Development Coordinator**

**Reports to:** Employment Pathways Program Manager

**Hours:** 22.8 hours per week (0.6 FTE)

**Classification:** Level 5 under the SCHADS Award

**Location:** Based at 214-218 Nicholson St Footscray

### **Organisational Context**

The Asylum Seeker Resource Centre (ASRC) is the largest aid, employment, health and advocacy organisation for people seeking asylum in Australia. The ASRC provides a range of direct services as well as participating in law reform, campaigning and lobbying.

### **ASRC Innovation Hub**

The Innovation Hub was launched in January 2015 with a purpose of increasing the social and economic participation of people seeking asylum. The 'Hub' model centres on the inclusion of people seeking asylum into the management and delivery of services through focusing on their aspirations, strengths, skills, and experience and their ability to contribute to the ASRC and wider community. In practice, it sees ASRC members, volunteers and staff working together in equal, interdependent relationships to create innovative solutions to meet the needs of people seeking asylum and build thriving communities.

The Innovation Hub consists of the following programs across two sites: Footscray and Dandenong

- Empowerment Pathways Team:
  - Women's Empowerment Program
  - Youth Empowerment Program
  - Community Engagement & Development Program
  - Member Engagement Program
- Employment
- Education
- Mentoring
- Social Entrepreneurs Program
- Social Enterprises (ASRC Catering and ASRC Cleaning)

## **Empowerment Pathways Program**

The programs offer opportunities for soft skills development and direct training through targeted trainings and workshops boosting 'Core Skills for Work & life' (pre-employment skills development) of the members by building confidence & social engagement, through a psychosocial and pro-active approach to accessing opportunities, while developing pathways to employment, education, and immersion within the Australian society as a whole.

## **Community Engagement & Development Coordinator**

As part of the Empowerment Pathways Program Team, we are looking to recruit a Community Engagement & Development Coordinator who can facilitate our members' community engagement and transition by providing an inclusive environment for them to socialize and immerse within the Australia society.

## **Specific Duties**

The Program Coordinator will be responsible for undertaking the following duties:

- Manage and coordinate events and activities that showcase Members skills and talents.
- Facilitate local participation and access to facilities and services that will support the program.
- Encourage member creativity, vibrancy and diversity.
- Work with ASRC programs and services to achieve community development outcomes as aligned in the ASRC strategic plan.
- Develop and maintain effective communication links with ASRC Members.
- Develop effective partnerships with a variety of organizations with a view to providing multiple opportunities for the program.
- Develop initiatives to empower member led groups.
- Assist in developing activities in member's space that promote active participation, well-being

and social connectedness.

- Manage allocated budgets associated with the establishment and management of programs.
- Prepare relevant reports, and surveys regarding new activities and events.
- Work with Monitoring & Evaluation manager to develop M&E plan for the program.
- Be responsible to facilitate/lead the volunteer team to ensure an efficient implementation is achieved.
- Generate a sense of ownership and empowerment by the members to develop.
- Promote initiatives that benefit the ASRC community.
- Identifying member skills, talents, and social and community needs.

## Selection Criteria

Essential:

1. Relevant tertiary qualifications eg: humanities, liberal arts, Community/ International development, business administration, program management, marketing, and international humanitarian studies.
2. Demonstrated experience working in a community/international development role.
3. Ability to develop, implement, and monitor & evaluate programs.
4. Demonstrated ability to work with the ASRC values mission and values statement.
5. Experience in working with people from culturally and linguistically diverse (CALD) backgrounds, and with a demonstrated commitment to the principles of social justice.
6. Exceptional oral, written, and administrative communication skills.
7. Ability to work independently and as part of a team.
8. Strong networking and negotiating skills.
9. Ability to manage diverse programs.
10. Strong stakeholder engagement skills.
11. Experience in volunteer management and coordination.
12. Demonstrated advanced computer skills.

Desirable

1. Sound knowledge of creative writing & storytelling style.
2. Excellent organizational skills and ability to adapt in a continually changing environment.

### **Workplace Health and Safety**

All staff are required to take reasonable care of their own health and safety and that of other personnel who may be directly affected by their conduct.

### **Conditions of Employment**

Terms and conditions of employment will be based on the Social, Community, Home Care and Disability Services Industry Award 2010 or its successor agreements.

All offers of employment are subject to a satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.