

COMMUNITY ENGAGEMENT COORDINATOR - POSITION DESCRIPTION

Title	Community Engagement Coordinator, Settlement Engagement and Transition Support (SETS) – Community Capacity Building (CCB) program
Award / Classification	Social, Community, Home Care and Disability Services Industry Award (SCHCADS) 2010
Location	Brunswick and Broadmeadows offices
Reports to	Executive Manager
Contract term/type	3 year fixed term (with opportunity to extend, subject to funding)
Hours of Employment	Full time (weekend / evening work required on occasion)

The Role

The Community Engagement Coordinator is primarily responsible for implementation of the Settlement Engagement and Transition Support (SETS) – Community Capacity Building (CCB) program. The purpose of SETS-CCB is to increase social participation, economic and personal well-being and ensure positive settlement outcomes for people from Arabic speaking countries.

In particular, the focus of SETS-CCB is to strengthen capacity of groups and organisations, to:

- > Enable strong governance and effective processes/operations.
- > Respond to the needs of vulnerable communities through increased networking and broader participation.
- > Apply for funding and increase their resources through grant application training and practical skill development.
- > Build strong relationships with community groups and leaders, and with community religious leaders.

The Organisation

Established in 1984, Arabic Welfare provides services to individuals and families of diverse Arabic speaking backgrounds. We support our clients to realise their aspirations toward full participation in Australian life, and work closely with service providers to achieve this goal. Arabic Welfare staff are bilingual and bicultural, and our team includes qualified and experienced social workers, counsellors, youth and community development workers and Registered Migration Agents.

Arabic Welfare programs follow a preventative health model that aims to be accessible to all, regardless of gender, race, religion, ability and sexuality.

For more information: www.arabicwelfare.org.au

Organisation Values

- > Collaborative Relationships: Our relationships are fundamental to our success. Our relationships are respectful, transparent and collaborative.
- > Appropriate and effective governance: Working with our partners at a local level is a critical element of our governance system.
- > Community Focus: We work at a population and individual level to promote and protect the wellbeing of the community.
- > People Focus: We develop our people and focus on both current and future workforce needs.
- > Accountability and Effectiveness: Our work is guided by evidence and we measure and communicate our contribution and performance to government and the community.

Responsibilities

Community Capacity Building:

- > Consult with ethno-specific community groups and religious leaders to understand local community issues and support development of strategies to address them.
- > Provide training, support and mentoring to enable community and religious leaders to adequately respond to settlement issues.
- > Strengthen relationships with key stakeholders and establish effective links to facilitate referrals from a range of services.
- > Provide opportunities for small ethno-specific groups to interact with different levels of government and engage more broadly with local stakeholders on settlement issues.
- > Provide training on organisational governance, including assistance to become incorporated organisations.

Project implementation and reporting:

- > Fulfil reporting as required by Arabic Welfare and the funded body.
- > Identify issues of concerns within the community.
- > Monitor program implementation to ensure high standard of service delivery.
- > Maintain positive working relationships with management and staff and report relevant issues to ensure a professional and harmonious workplace.
- > Ensure the delivery of the project is in line with Arabic Welfare policies and procedures.

Knowledge, skills and experience

- > Ability to build strong relationships and engage with respected community leaders and community groups.
- > Delivery of training and facilitation of group work to support communities from Arabic speaking communities.
- > Understanding of organisational governance and settlement support services.
- > In depth knowledge of migrant welfare services and service delivery.
- > Liaison across various levels of government.
- > Experience in report and submission writing.
- > Bilingual – Fluent in both Arabic and English.

Qualifications

A tertiary qualification in Community Development, Welfare or related field.

Other

Hold a current driver's license
Have own vehicle

Employment Safety Screening Requirements

All competitive applicants will be required to undergo employment safety screening, including the following:

- > Establishing identity.
- > National Criminal History Records check.
- > Working with Children check.
- > Reference checks.