

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Project Officer – Social Cohesion	Department	Migration Support Programs
Location	Red Cross HQ NT - Casuarina	Direct/Indirect Reports	None
Reports to	NT MSP Manager	Date Revised	Oct 2017
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4		

■ Position Level Descriptor

An individual at the Team Member level is accountable for own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis

■ Position Summary

Migration Support Programs (MSP) provides effective and responsive services to people in Australia who are made vulnerable due to migration. This includes people separated by war or natural disaster, refugees, asylum seekers and families and individuals detained in immigration detention facilities.

The **Project Officer – Social Cohesion** role works with the Migration Support Programs team, leading the Social Cohesion Project in Darwin, Palmerston and Katherine regions. The project work is based on community development principles and focused on working with communities to build and enhance resilience in regional areas of NT. This project has different focus areas: community education, community empowerment and mentoring leading to livelihood outcomes. The aim of the project is to assist migrant groups experiencing vulnerability in the community, build strong connections with the broader Australian community including Aboriginal and Torres Strait Islander peoples.

■ Position Responsibilities

Key Responsibilities

- Work effectively and collaboratively with the MSP team to further develop Agile project management processes and systems
- Ensure workflow is managed independently and correct priorities allocated to meet ongoing deadlines
- Produce and disseminate materials promoting the Social Cohesion Project and broader Migration Support Programs activities.
- Contribute to the development and production of Monitoring and Evaluation tools and reports
- Provide high level administrative support in all focus areas of the Social Cohesion Project
- Liaise with migrant community leaders, service providers, government departments, schools, workplaces and community groups to promote the Social Cohesion project and deliver on the stated purpose
- Communicate effectively with internal Australian Red Cross stakeholders across the country, including Teams from other Red Cross programs, National Program Lead, State and Territory Project Leads, Regional Managers, Community Development Officers etc.

- Support the Volunteer Engagement Officer to build a diverse, well equipped volunteer team
- Coordinate the Red Cross NT schools program to ensure promotion, planning, logistics, funding and future development needs of the program are effectively coordinated across all NT program areas
- Oversight of program logistics and implementation, ensuring the programs are well run, regularly evaluated and continually improved
- Develop and train a pool of volunteer facilitators and speakers to deliver the program to Red Cross standards
- Plan for future development of the school program to maximise its reach and impact on students, teachers, parents and the broader community
- Support the expansion of the project in the three focus areas across the three regions
- Promote outcomes to partners in the community sector
- Promote the program including developing promotional material such as flyers, invitations, emails, newsletters etc.

■ Position Selection Criteria

Technical Competencies

- Highly developed interpersonal and communication skills specifically related to culturally diverse environments.
- Excellent facilitation skills with a wide range of audiences
- Expertise in understanding of issues affecting refugees, asylum seekers, people in immigration detention and other individuals made vulnerable by migration.
- Experience working with people from diverse backgrounds, including Aboriginal and Torres Strait Islander peoples.
- Skill in building a volunteer project support team, while encouraging community led solutions to emerge.
- Familiarity with Community Development principles and Strengths-Based approaches
- Proven ability to build and maintain positive relationships with colleagues and stakeholders.
- Good records management skills with excellent attention to detail.
- Proficiency in MS Office or similar software and experience using databases.
- Well developed organisational and time management skills.
- Discretion in managing sensitive and/or confidential information.
- Proven capacity to lead projects with limited supervision, while thriving in a team environment as well
- A commitment to Red Cross Fundamental Principles.

Qualifications/Licenses

Essential

- Qualifications in Community Development, Education, Humanitarian work, Social Sciences or another relevant discipline
- A Working with Children check is a mandatory requirement for this role

Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.

- **Personal effectiveness | Being culturally competent |** Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Collaborating |** Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Organisational effectiveness | Valuing voluntary service |** Demonstrated understanding of the benefits of voluntary service and recognises the contribution of volunteers to clients, communities and the organisation.
- **Organisational effectiveness | Thinking strategically |** Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters