

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Project Officer – Participation & Inclusion	Department	Migration Support Program
Location	Adelaide	Direct/Indirect Reports	Nil
Reports to	Senior Officer – Participation and Inclusion	Date Revised	Mar 2020
Industrial Instrument	SA Enterprise Bargaining Agreement		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0017764

### ■ Position Summary

The Project Officer – Participation & Inclusion will contribute to Red Cross' work in increasing the economic and civic participation and belonging of migrants in transition. They will be responsible for the effective development, implementation and monitoring of relevant projects aimed at inclusion activities to increase community cohesion, capacity and sense of belonging; as well as working directly with migrants in transition, community, business and government partners to generate economic and civic participation and capacity building opportunities.

### ■ Position Responsibilities

#### Key Responsibilities

- Development and implementation of project plans, evaluation and reporting mechanisms
- Ensure effective data collection, and monitoring and evaluation of relevant project activities to achieve strategic impact
- Engagement, consultation and collaboration with migrants in transition, business, education, community and government partners to generate civic and economic engagement opportunities for migrants in transition
- Implement relevant project activities, including (but not limited to) mentoring, paid work internships, employment brokerage, community conversations events in schools, workplaces and community groups, capacity building and empowerment workshops with communities
- Build capacity and empower others to act (both internally and externally) in supporting migrants in transition with economic and civic participation and community cohesion
- Collaborate on strategic projects
- Volunteer engagement and management
- Actively contribute to a positive work environment culture.

### ■ Position Selection Criteria

#### Technical Competencies

- Demonstrated experience in project management, including program development, implementation and evaluation
- Sound and proven stakeholder engagement and partnership development skills and experience with a broad range of stakeholders

- Experience in increasing the capacity of others through development and training work
- A sound understanding of the principles of social cohesion
- Demonstrated experience in the migration policy and/or service context, including a sensitive awareness of the experience of people impacted by migration – particularly in relation to social cohesion
- Highly developed written and verbal communication and negotiating skills
- Proven ability to work across multiple functions and manage priorities
- Highly organised and strong attention to detail
- Ability to manage complex issues with appropriate discretion in a highly political environment
- Proficient in MS Office or similar software and experience using databases.

### Qualifications/Licenses

- Relevant qualifications and/or experience in the community sector
- A Working with Children check is a mandatory requirement for this role.

### Behavioural Capabilities

- **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 | Managing performance |** Demonstrated capability to take ownership of work and use initiative to deliver results. Accountable for own performance and ability to set clearly defined objectives for achievement.
- **Organisational effectiveness | Focussing on clients |** Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.
- **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.

### ■ 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 Ethical Framework 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 5 years thereafter. Police check renewals may be required earlier than 5 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