



Connected Women Volunteer Coordinator - Katherine

Department	Migration Support Programs
Availability	Minimum of 2 days per week ongoing. This may include after hours when required.
Location	Northern Territory – Katherine
Category	Working in our Services and Programs

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

The Migration Support Program of Australian Red Cross has been working with migrants, refugees and people seeking asylum for over 25 years. In the Northern Territory, programs and services in this sphere focus on connecting those experiencing vulnerability with the wider Australian community, by developing employment skills and building their leadership and personal capacities with an ultimate goal of supporting positive outcomes to the Territory's social, economic and cultural development.

Red Cross has been facilitating the Connected Women Program in the Northern Territory (NT) since 2017 to increase the capacity, abilities and confidence of women in Darwin, Palmerston & Katherine, in particular women from migrant and Aboriginal and Torres Strait Islander communities. The Connected Women Group across these locations now has over 250 members from over 25 nationalities; each a champion of resilience seeking to build a purposeful life for herself and her family. The goal of this program is to build and strengthen social connections through developing skills, knowledge, language ability and confidence to contribute and lead in their communities.

Since coming together, these women have been engaged in community initiatives such as a very successful fashion show in Darwin, food exhibitions in Darwin and Katherine and other activities identified and led by the group is a testament to Red Cross' commitment to support and empower communities.

Role responsibilities

- Liase with group leaders to coordinate events, trainings and presentations
- Support the Social Cohesion Project Officer with key administration tasks
- Actively contribute to Connected Women activities, facilitating discussion and supporting the needs and ideas of participants
- Perform Monitoring and Evaluation tasks including capturing key information at Connected Women sessions, collating and analysing data and supporting the construction of reports

-
- Contribute to the planning and development of Connected Women as a sustainable, codesigned, participant-driven project.
 - Notify Red Cross in advance if unable to complete the given tasks
 - Maintain confidentiality of information obtained during/after sessions unless this information must be disclosed to Red Cross to assist the member
-

Knowledge, skills and experience

- Excellent cultural competency skills, including a strong level of empathy and understanding of the needs of migrant women in their initial settlement journey.
 - Strong interest in supporting potentially isolated migrant women strengthen social connections and participation.
 - Strong administration abilities, including MS Word, Excel, Outlook, (desirable).
 - Experience in stakeholder management (desirable).
 - Experience in event management and project management (desirable)
 - Ease at working independently or as part of a multicultural team to share the workload
-

Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)
 - Working with Children's Check relevant to your state / territory location
 - Reference Check
 - Evidence of up to date* vaccination against COVID-19 is a mandatory requirement for this role. *As per latest definitions by the Australian Technical Advisory Group on Immunisation (ATAGI), or who have a medical exemption based on ATAGI guidelines
-

Learning and development

- Complete Red Cross online learning modules as required
 - Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
-

General conditions

We act always in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality
