



Position	Refugee Project Senior Coordinator
Reports to	Head of Programs
Location	Preferably Parramatta office
Status	15 hours per week – 2 days
Date written	April 2024
Direct reports	Mercy Connect Coordinators - State based positions and partners

Organisational Context

Established in 2000, Mercy Works is a community development and relief organisation that is part of the vision and mission of the Sisters of Mercy of Australia and Papua New Guinea. Our **Vision** – Mercy – Walking Together. Changing Lives. Our **Mission** - We are a community development organisation in the tradition of Catherine McAuley. We work in partnership with local community organisations to support the most vulnerable both within Australia, and elsewhere in the Asia Pacific region, with a particular focus on women and children. Our programs strive to build capacity and self-reliance and to foster environmental sustainability. The **Values** which underpin the organisation are mutuality, integrity, compassion and justice.

Primary Purpose

The Refugee Project Senior Coordinator is responsible for developing and coordinating programs/projects with refugees and asylum seekers in Australia to help realize Mercy Works' vision. This role involves close collaboration with the Head of Programs to understand and address Mercy Works' needs in its development and relief programs. The Refugee Project Senior Coordinator also works with colleagues and partners to achieve the Mercy Works' vision.

Accountabilities

- Providing leadership and support to the Mercy Connect Coordinators and other project partners and recognise and develop potential in people.
- Proactively coordinating the identification and development of potential program and partnership opportunities to establish collaborative activities to enhance Mercy Works activities.
- Monitoring, evaluating and reporting on project outcomes and budgets, and fostering the relationships with project partners.
 - Contributing to increasing the general awareness of projects for marketing, communication, and fundraising purposes by providing relevant stories and photographs and making presentations to schools and other groups as required
- Contributing to Mercy Works' performance by leading by example, demonstrating professional conduct, and modelling Mercy mission and values.
- Fostering a safe, productive and harmonious working environment by complying with relevant guidelines, policies, procedures and legislative requirements including Child Safeguarding policies and procedures.
- Actively contributing to a workplace and team culture that encourages and supports collaboration and the provision of caring and quality service.
- Undertaking any other duties, projects or tasks as directed by the Head of Programs or Executive Director , which are within their skills, competence and training.

Essential Criteria

1. Recognised tertiary qualification in community development or a related discipline or equivalent, and substantial contemporary experience in community development supported by ongoing professional development.
2. Knowledge and demonstrated experience in designing, implementing, monitoring and evaluating domestic programs with local staff and partner organizations.
3. Demonstrated contemporary knowledge of and proven experience in application of good practice standards and meeting compliance requirements.
4. Successful experience in developing strategic long-term programs and partnerships with culturally diverse groups.
5. Experience in leading and contributing to small cross-functional teams.
6. Successful experiences in working with people from a refugee and asylum-seeking backgrounds and demonstrated understanding of the diverse cultures.
7. High-level verbal and written communication and negotiation skills.
8. Demonstrated commitment and alignment with Mercy mission and values.
9. Willingness and ability to travel domestically.

Other Essential Requirements

1. Contemporary knowledge and experience in using content management systems.
2. Current National Police Criminal History Check.
3. Current Working with Children Check.
4. Current Driver's Licence.

Asylum Seeker and Refugee candidates are strongly encouraged to apply.

The position description should be applied in conjunction with other corporate documentation guiding decision-making, actions, and conduct.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date