



## **Advertisement**

### **Refugee Project Senior Coordinator - Mercy Works Ltd**

#### **About Us**

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.

#### **About the Role**

This new position as Refugee Project Senior Coordinator offers an exciting opportunity to make a real difference in the lives of vulnerable young people and adults. You will lead and coordinate programs/projects across different parts of Australia, contributing to the success of our vision and mission. Your role will be crucial in ensuring the sustainability of programs and partnerships, ultimately improving the capacity and quality of life of these communities.

**Responsibilities include the following but please refer to Position description for the full list.**

- Providing leadership and support to the Mercy Connect Coordinators and other project partners.
- Identifying and developing potential partners and program offerings and opportunities.
- Monitoring, evaluating and reporting on program outcomes and budgets.
- Contributing to increasing awareness of projects for fundraising and marketing purposes. Ability and willingness to give oral community presentations on this area of expertise if required.
- Fostering a safe working environment and ensuring compliance with relevant standards, policies, regulations and legislation.
- Contributing to Mercy Works' performance by leading by example, demonstrating professional conduct, and modelling Mercy mission and values.
- Actively contributing to a workplace culture that reflects the values and Mission of Mercy Works.

The employee is required to undertake any other duties, projects or tasks as directed, which are within his/her skills, competence and training.

**Working Hours:** This position is for 15 hours per week over two days, preferably based in the Mercy Works Office in Parramatta, NSW.

#### **Your Skills and Attributes**

To be considered for this role, you should possess:

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.**

### **Safeguarding Commitment**

Mercy Works is committed to creating a culture of safety and respect for all, prioritising the well-being of all children and adults at risk with whom we have contact. As a staff member, you will be expected to take all reasonable steps to ensure the protection of these individuals and comply with our safeguarding policies and procedures, including reporting any suspicions and allegations of abuse.

### **Other Details**

Mercy Works is a Public Benevolent Institution Employer (PBI), offering employees a remuneration package with tax benefits.

### **How to Apply**

If you are a passionate individual committed to the Mercy ethos, please review the Position Description on our website <https://www.mercyworks.org.au/job-opportunities>. **Applications should include a cover letter demonstrating your understanding of Mercy Works and the Position Description.** Please email your cover letter and resume to [mercyworks@mercyworks.org.au](mailto:mercyworks@mercyworks.org.au) or contact Executive Director Sally Bradley RSM at 02 9564 1911 for further discussion. **Applications close on Sunday 28 July 2024. Interviews will be held on 1 August 2024**, and ideally, the successful applicant will be available to begin in August 2024.

Join us in making a positive impact on the lives of vulnerable communities and contribute to a more compassionate and just world. Apply now and become a valued member of the Mercy Works team!