

## **Sabian Mandaean Association (SMA)**

### **JOB DESCRIPTION**

*SMA is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.*

**Date reviewed:** 01 August 2019

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**POSITION TITLE:** Mandaean Community Capacity Building Project Officer

**TEAM:** Mandaean Resource Centre

**LOCATION:** Liverpool

**AWARD:** “Social and Community Services Employees (State) Award [AN120505] (NSW)”

### **CLASSIFICATION**

A generous salary packaging scheme is also offered.

**PART TIME:** 16 hours p/w

**CONTRACT PERIOD:** 36 months

**PERIOD OF APPRAISAL:** Probation appraisal within 6 months thereafter annually

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### **Background to Sabian Mandaean Association (SMA)**

SMA was first established in 1982 and initially operated on an unincorporated basis as The Association of Mandaean in Australia.

On 19 March 1993, SMA was incorporated in New South Wales under the *Corporations Law 1990* (Cth). SMA is currently incorporated under the *Corporations Act 2001* (Cth) ("Corporations Act").

SMA is a not-for-profit organisation established to provide direct assistance to people in need, in particular, Mandaean refugees in Australia.

SMA's Articles of Association sets out its governance and management structure. The Board of Directors is responsible for the management of SMA in accordance with its Articles of Association.

Through the direct assistance to Mandaean refugees in Australia, SMA aims for the Mandaean community to achieve full cultural, economic, social and political participation in Australian society. SMA's services are essential in alleviating the poverty, destitution and helplessness suffered by many Mandaean refugees in Australia, which is frequently a product of trauma and torture suffered prior to them fleeing Iraq and Iran.

SMA has been established with the purpose of providing direct assistance to Mandaean refugees to improve their quality of life in Australia.

SMA offers full support for the development of the Mandaean community and to assist in the consolidation of good relationships between the social and cultural associations of the community, support members and families of the community upon arrival in Australia and to assist their settlement after arrival.

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**ORGANISATIONAL RELATIONSHIPS:**

1. Responsible to: *The Delegated of the Board of SMA and STARTTS Communities in Cultural Transition (CiCT) Project Officer*
2. Responsible for: Volunteers supporting the Sabian Mandaean Association.

**QUALIFICATIONS AND EXPERIENCE:****Essential:**

1. Relevant qualifications or extensive experience in community development, social work, social science or another relevant discipline.
2. Demonstrated knowledge of a variety of issues facing small and emerging refugee communities when trying to build community infrastructure.
3. Demonstrated experience and knowledge of a variety of community development approaches including capacity development.
4. Demonstrated understanding of the effects of torture and trauma on individuals, families and communities particularly in Australian settlement context or the willingness to receive training from STARTTS in this area.
5. Demonstrated volunteer management skills
6. Demonstrated mentoring and partnership building skills
7. Demonstrated written and verbal communication skills including use of electronic communication
8. Current unrestricted NSW Driver's License

**Desirable:**

1. Second language relevant to Sabian Mandaean Association
2. Experience in community development work with small refugee community organisations
3. Adult education skills and experience

This position is non child-related employment and will require a National Criminal Record Check

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**BRIEF DESCRIPTION OF ROLE**

This position is funded by the Department Home Affairs (DHA) under the Settlement Engagement and Transition Support (SETS). The Project aims to foster, promote and support the self-reliance and development of the Sabian Mandaean refugee community in Fairfield-Liverpool, Central Western Sydney and Blacktown to help them create a sense of belonging in the local community. This will be achieved through the establishment and management of volunteers who will be assisting the Sabian Mandaean community to expand their governance, leadership, strategic planning, project and events management, and conflict resolution skills.

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**PRIMARY OBJECTIVES:**

1. Organise and train Sabian Mandaean Association's (SMA) individual volunteers and committees of volunteers to help with the delivery of services at and with the Mandaean Resource Centre.
2. Work collaboratively and cooperatively to help coordinate the depth and breadth of different activities managed by the Sabian Mandaean Association (SMA).
3. Develop capacity of SMA to deliver services to its community and engage with the wider Australian community.
4. Engage with a wide range of relevant local stakeholders.

**PARTNERSHIP BETWEEN STARTTS AND SMA**

STARTTS is the lead in this partnership. As the lead, STARTTS is accountable to the Department of Home Affairs (DHA) according to the Commonwealth Simple Grant Agreement between the Commonwealth and STARTTS (henceforth referred to as "the Agreement") attached to the MOU. The Project Officer will work from the Mandaean Community Centre twice a week or the equivalent of 16 hours per week and deliver the primary objectives above.

**CONTACT PERSON**

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