



Paramount Chief Kuol Adol Foundation INC.

Position Description

Title: Program Coordinator
Program: South Sudanese Community Mentoring Program
Entity: 0.8 FTE Part time 18 Months Position
Reports to: Board of Directors

ORGANISATIONAL PURPOSE

Paramount Chief Kuol Adol Foundation (PCKAF) is a not-for-profit organisation with a mission to improve the lives and opportunities of children and young people of South Sudanese background, by supporting their aspirations and dreams.

PCKAF bases its vision of supporting young people, on the life and example of Kuol Adol, a Paramount Chief and a peace lover who lived in Abyei area of South Sudan until his death in 2013. Paramount Chief Kuol Adol Foundation (PCKAF) was established solely to continue the legacy of the Paramount Chief Kuol Adol of the Ngok-Dinka of Abyei. He was a man who for decades dedicated his energy advocating on behalf of his people. The community of Abyei and friends around the globe agreed to honour him and keep his vision alive by establishing the Foundation in order to continue his vision of peace, unity, equality and prosperity for the people of Abyei and its neighbours. Although PCKAF's initial purpose was to address social issues in South Sudan, as the South Sudanese have resettled all over the world, PCKAF is now working to address the social issues and safety in our community in Victoria Australia.

PCKA Foundation seeks to empower children, young people and their families of the South Sudanese Background by supporting them in their aspirations and providing them with access to opportunities.

PROGRAM PURPOSE:

This pilot project aims to strengthen aspirations and opportunities for young South Sudanese Australians in Melbourne's west who have an older sibling engaged in the youth justice system and are at risk of disengagement. The project will support young people at risk; to increase connection to community and culture, develop positive mentors and role models, foster help-seeking behaviour and encourage goal setting and positive aspirations. Over the course of the 24-month pilot the project will deliver three consecutive 6-month programs each involving up to 15 young people. Each program will be designed, delivered and led by qualified African Australian social workers and youth workers. Each program will commence with a 3-day motivational camp and participants will be matched with an individual mentor who will work with the young person over the course of the program.

POSITION PURPOSE:

The Program Coordinator (based in Sunshine, Brimbank area) will be responsible for the planning and delivery of the South Sudanese mentoring programs at PCKAF, and any other programs delivered across metropolitan Melbourne.

The Program Coordinator will assist with the engagement, participation and support of young people from a variety of backgrounds and experiences through the facilitation of program activities including leadership training and youth-led projects.

The Program Coordinator will support all aspects of the program activities and liaise with internal and external stakeholders as required.

Key Responsibilities:

Program Management	Responsibilities includes: <ul style="list-style-type: none"> • Manage, plan and deliver all aspect of South Sudanese Community Mentoring Program including parents' engagement. • Liaise with schools, parents and partners in promotion of the program. • Ensure staff and volunteers comply with all PCKA Foundation policies and protocols. • Supervise of all students, volunteers and staff at the program. • Assist with grant acquittal information and other reporting where required. • Organize other relevant activities e.g. camp etc. • Manage the intake of participants and mentors. • Lead the briefing session with volunteers. • Run and facilitate a debrief session for volunteers and ensure the Board of Directors is updated or informed on any feedback provided. • Organise events and functions as required. • Assist in gathering participant data for reporting and evaluation • Report any issues relating to the student's wellbeing to the Child Safety Officer, Board of Directors or other staff. • All incidents/injuries/near misses are to be reported as soon as possible to the Child Safety Officer. • All staff and volunteers are responsible for assisting, monitoring and reporting matters pertaining to OH&S during the session/activity.
Parent and Stakeholders engagement	<ul style="list-style-type: none"> • Organise parent engagement programs in collaboration with identified partner/s. • Communicate with parents about program information e.g. session times, medical, consent forms etc • Contact families about behaviour, learning or other concerns. • Provide opportunities to get feed-back from families. • Keep a log of contacts to include reason for visit, discussion, action, time and date etc. • Participate in debriefing • Attend local services network meetings where possible
Volunteers/ Mentors	<ul style="list-style-type: none"> • Recruit and manage volunteers • Ensure that volunteers are complying with PCKA Foundation policies and protocols • Provide appropriate volunteer induction and where possible on-going in-service training • Ensure that all volunteers have been inducted with correct Working with Children Checks and have completed the necessary training before commencement as a PKCA Foundation volunteer • Ensure volunteers are supported and encouraged and are aware of their rights and responsibilities. • Ensure opportunities for ongoing feedback and questions about their participation • Supervise and liaise with tertiary and community organisations about student placements
Administration	<ul style="list-style-type: none"> • Prepare Board progress report ahead of every board meeting • Perform general office duties e.g. Working with Children checks, replying to general work emails and phone messages. • Chair staff meetings. • Maintain records of participants including attendance. • Where possible collect statistical information about participants' progress.

	<ul style="list-style-type: none"> • Assist with writing and submission of grant applications to appropriate organisations. • Keep records of any work expenses.
General Duties	<ul style="list-style-type: none"> • Attend professional work-shops and conferences • Complete all mandatory training as require. • Attend all mandatory training including Child Safeguarding training as required by the program • Complete appropriate staff formation and induction programmes • Adhere to all PCKA Foundation policies and protocols • Other duties as assigned by Board of Directors
Key Selection Criteria:	<p>Essential</p> <ul style="list-style-type: none"> • Experience working with young people from refugee and migrant backgrounds and an understanding of issues affecting newly arrived young people, with an ability to identify issues of concern using a holistic and strengths-based approach. • Demonstrated experience in group facilitation and engagement with young people and an understanding of positive group facilitation practices, as well as strong intercultural communication skills. • Demonstrated experience working collaboratively with external organisations and staff, and the ability to work effectively within a team environment. • Ability to work independently and use own initiative, including highly developed organisational skills with the ability to manage multiple tasks efficiently and work to deadlines. • Experience working with volunteers and an understanding of best practice volunteer management principles, with the ability to proactively lead volunteer recruitment processes. • Ability to support, induct and supervise individuals engaging in group facilitation and volunteer recruitment. • Ability to establish links with other community programs around Western Metropolitan Melbourne. • Excellent organisational and interpersonal skills • Ability to work from a family system, strengths based and community-based service model • Capacity to work with organisations and people across different contexts and cultures • Compliance with statutory requirements in respect to Child Safety and legal standing • Understanding and appreciation of values and ideals of PKCA Foundation
Qualification Requirements	<ul style="list-style-type: none"> • Qualifications in a relevant discipline (i.e. youth or social work, community development, education) and/or at least two years of relevant experience.