

Road to Refuge

'In My Own Words' Project Officer Position Description

Position Details

Employment type: Volunteer (approx. 5 hours per week)

Reports to: Director of Projects & Programs

About Road to Refuge

Road to Refuge is on a mission to change the national conversation on seeking refuge and asylum in Australia by providing platforms to amplify the voices and perspectives of those with lived experience of seeking refuge or asylum.

At Road to Refuge, **our vision** is a future where refugees and people seeking asylum determine the national narrative to create a society that includes, respects, and values the diversity of our individual identities and experiences.

We believe that if people seeking asylum and refugees are given the power to tell their own narratives at scale, then refugees will be included, respected, and valued by all Australians because narratives will be truly representative and abolish false barriers of us and them.

What we do can be divided into three **pillars of work**:

1. Refugee storytellers have the knowledge, skills and networks to share their stories at scale
2. Refugee voices are amplified across all platforms
3. Institutions where stories are shared represent the diversity of refugee experiences in all facets of their work

Our **organisational values** are:

- Lived experience is expertise
- Listen, learn, adapt
- Practice solidarity
- Build trust
- Transfer power

Position Description

This position is responsible for managing the development, planning, delivery and evaluation of the 'In My Own Words' Program. The Program Manager is responsible for incorporating learnings from previous years of the program to improve the program for future iterations. The Program Manager is also responsible for planning for program delivery, including liaising with speakers and facilitators, supporting the promotion of the program through social media channels (in collaboration with the Communications team) and direct communication with potential promotional partners, and being the main point of contact with the venue and any catering.

Responsibilities

This role is responsible for managing all aspects of the 'In My Own Words' Program. This involves:

- Developing the program each year based on learnings and feedback from previous years
- Reaching out to and liaising with speakers and facilitators to run program sessions
- Working with the Communications team to promote the program to young people with lived experience
- Working with the Director to expand the program to other key areas across the country

The Project Manager may also play a role in supporting the Director in:

- Seeking funding for the program, e.g. through supporting grant applications
 - Updating the program budget
 - Reporting requirements for the program, e.g. through acquittals
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Key Selection Criteria

The key selection criteria for this role are:

- Passion for social justice and commitment to the Road to Refuge vision and mission
- Knowledge of the refugee sector and issues affecting people seeking asylum in Australia
- Demonstrated leadership skills
- Strong organisational and time-management skills
- Good communication skills
- Experience working with young people with lived experience of seeking refuge or asylum
- Experience building partnerships and relationships with stakeholders
- Experience in program evaluation

This is an identified position. Only people with lived experience of seeking refuge or asylum will be considered. We adopt a broad definition of the term 'lived experience' to include anyone who has been forced to migrate, those who are stateless or who have experienced statelessness and/or identify as second-generation refugees.

Road to Refuge is committed to a diverse and inclusive workplace, all applicants will be considered for this role regardless of race, religion, sex, sexual orientation, gender identity or disability status.