



Position Description

LGBTIQ+ Community Coordinator

Position Title: LGBTIQ+ Community Coordinator		Area: Community Engagement Program	
Purpose / Objective:	<p>The purpose of the LGBTIQ+ Community Coordinator ('Coordinator') role is to organise and facilitate ASC's LGBTIQ+ Peer Support Group for People Seeking Asylum ('the group'). The role engages with community group members in a culturally safe, person-centred approach, with respect to the confidentiality and anonymity of group members.</p> <p>The group provides a space for self-expression, socialisation and a platform for members to share experiences and discuss their sexuality or gender identity, within a safe and welcoming environment.</p> <p>In the early stages of the role, and working closely with the Community Engagement team and group members, the Coordinator has a targeted objective of identifying how best to reinvigorate and restart the group which has been on hold since 2020 due to Covid-19.</p> <p>Other key objectives of this role include:</p> <ul style="list-style-type: none"> ● Identifying pathways for social integration of members facing economic hardship, intra-community discrimination and cultural differences ● Facilitate inclusion and improve awareness of LGBTIQ+ people seeking asylum within the broader community ● Link members to opportunities and services that meet the group's own identified goals/interest/needs ● To support the goals of the group, within a peer-led, co-design and community engagement framework. 		
Reporting To:	Community Engagement Manager		
Reports:	Nil		
Position Type	Part-time, 12 month funded role.		
Hours per week:	7.6hrs	Days per week:	1 day

Responsibilities	
Key areas of accountability	<p>Given the part-time nature of the role, the following duties are also conducted by fellow Community Engagement team members:</p> <ul style="list-style-type: none"> ● Organise and facilitate LGBTIQ+ community group events ● Accompany members of the LGBTIQ+ community group to social events (occasionally after-hours and weekends) ● Refer, link and connect group members to culturally appropriate services and opportunities (internal and external) ● Respond to enquiries and new member referrals in the LGBTIQ+ inbox ● Facilitate consultation sessions with group members to identify projects for co-design ● Liaise with other staff, partner agencies and the wider sector to investigate policy issues related to LGBTIQ+ people seeking asylum ● Distribute community information to members of the group ● Confidentially record group feedback and attendance specifically for the group's purposes ● Develop a strong understanding of ASC's incident management processes and communicate this to others ● Confidentially identify and be aware of incident situations that require escalation to the Incident Response Team Leader (IRTL)
Impact Measurement & Advocacy	<ul style="list-style-type: none"> ● Collect quantitative and qualitative information that supports ASC's strategic goals ● Actively seek to identify trends, patterns and prominent issues impacting people seeking asylum ● Work in collaboration with other ASC programs to complete internal and external reporting requirements towards achieving systemic advocacy ● Record client information and collect forms/requirements in accordance with ASC's processes, internal controls and compliance policies.
Team Participation & Professional Development	<ul style="list-style-type: none"> ● Participate towards Community Engagement and Services & Engagement team goals, in line with ASC's Strategic Plan ● Provide support to Community Engagement volunteers which may include training on ASC processes, debriefing, supervision and mentoring

	<ul style="list-style-type: none"> • With support from Line Manager, actively engage in identifying own training/supervision needs and provide feedback towards a professional development plan • Participate in training and learning opportunities relevant to this position.
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Selection Criteria, Skills & Capabilities

<p>Essential Selection Criteria</p> <ul style="list-style-type: none"> • Minimum 2 years professional experience working within the LGBTIQ+ sector • Strong interpersonal and facilitation skills, particularly with people from diverse cultural and religious backgrounds • Familiarity with Australian LGBTIQ+ communities • Ability to work collaboratively with other staff and volunteers • A strong understanding of issues that affect people seeking asylum, and commitment to undertaking training to maintain and develop this knowledge • Ability to adhere to policies in relation to code of conduct, boundaries and confidentiality • Intermediate-to-high level of proficiency in working with IT systems, databases and a range of computer applications. Experience with Google systems is favourable • NSW Driver’s License • Availability to attend activities after-hours and weekends, on occasion <p>Key Skills & Capabilities</p> <ul style="list-style-type: none"> • Ability to work with a trauma-informed, culturally respectful and strengths-based approach, and manage sensitive and confidential matters • Ability to plan, take initiative and problem solve in complex situations • Ability to multi-task and operate independently or work as part of a team, as tasks require • A ‘can do’ attitude, flexibility and willingness to take on additional tasks as required • Excellent attention to detail with exceptional levels of professionalism and customer service.

General Conditions

<p>All employees, volunteers, students and contractors are required to:</p> <ul style="list-style-type: none"> • Adhere to ASC’s vision, purpose and values - compassion, connection, collaboration, innovation, and people-centred. • Adhere to and work in accordance with ASC policies and procedures • Demonstrate respectful and welcoming behaviour with all people at ASC in culturally appropriate ways
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- Comply with ASC Work, Health and Safety systems, incident management and emergency protocols
- Comply with ASC Child Protection measures to determine suitability for working with children and young people. This includes a valid NSW Working with Children Check (paid work) / Police Check / and a Statement of Prior Convictions..
- Comply with relevant state/territory legislative requirements.

Additional Conditions

This position will be based at the Asylum Seekers Centre (ASC) Newtown office. The role will also require attendance to external events and activities across greater Sydney.