

POSITION DESCRIPTION

Portfolio/Division: Education & Social Participation
Position Title: Coordinator, Community Development and Education
Unit: PVAW
Grade: 5.1
Reports to: Senior Manager PVAW Programs

AMES Australia

For over 70 years AMES Australia has supported new and recently arrived refugees and migrants to settle in their new life in Australia. AMES works with new arrivals and also with the community, business and government to develop sustainable and effective settlement solutions for the Australian community.

Vision of AMES Australia

'Full participation for all in a cohesive and diverse society'

Primary Focus / Purpose of the Role

The Coordinator, Community Development and Education will have significant input into the development of partnerships and delivery of PVAW community education and training projects with sector and community stakeholders and agencies and promote fee for service offerings to corporate and government clients. The Manager will also develop and implement a consultation service, provide professional development support to Settlement, Family Violence and other human services.

Primary Duties and Responsibilities

Community Consultations

- Develop and implement a series of Community Consultations providing feedback to AMES Australia re client & community needs and to help inform PVAW program development including regional, ethnospecific and central considerations.
- Advocate appropriately internally and externally to assist communities develop programs to address identified community needs and resolve issues.
- Develop and implement a consultation and focus group service to be provided by AMES Australia staff and clients to academic and mainstream organisations and government departments.
- Organise individual consultations and focus groups in conjunction with the mainstream agency requiring the service and AMES Australia staff as appropriate.
- Utilise divisional data and experience to inform and support AMES Australia policies and liaise with research and policy division to provide evidence based input.

Consultation Service

- Developing and implementing consultation service, providing professional development support to internal and external settlement, family violence and other human services.
- Develop and apply administrative systems and fee structures to support and sustain the Consultation Service
- Develop communications material to advise mainstream agencies of the consultation and focus group services available at AMES Australia.
- Develop quarterly reports for the Senior Manager PVAW Programs, the Executive and other Senior Managers as required, documenting the outputs of the service and issues arising.

Community Initiatives

- Identify, develop and manage a small number of project initiatives within the remit of PVAW supporting Many Voices, One Future program, including initiatives that provide professional development, skill development and improved understanding of the role of gender equity in ensuring safety.

- From the identification of client and community needs, develop community partnerships to further project initiatives.
- In conjunction/collaboration with the Settlement, Education and Social Participation Portfolios and the relevant staff, provide input into the professional development support for AMES Staff to become better supported to identify and respond to disclosures of family and domestic violence and provide appropriate referral pathways,

Partnerships

- Establish and maintain key internal and external stakeholder relationships (eg Education, Digital Engagement, Business and Partnerships, Safe and Equal, Our Watch and others)) to inform and improve program design.
- Identify and build partnerships with other organisations that hold an interest in migrant and humanitarian issues, in order to develop AMES capacities.

General

- Actively operate in a manner that improves the customer experience.
- Ensure compliance with relevant legislation, regulations and contractual requirements and that all duties are undertaken within an effective risk management framework.
- Comply with relevant WH&S legislation, the AMES Australia WHS Policy and Procedures at all times.
- Comply with all relevant AMES Australia Policies and Procedures and proactively identify and recommend areas for improvement to the manager as appropriate.
- Perform other duties as required by the manager that are reasonably incidental to the performance of this role.

Key Contacts

Internal	AMES Australia CEO, Managers and AMES Australia staff working in capacity building roles, the Development & Innovation Unit and the SASP Portfolio
External	Our Watch, Safe and Equal, Embolden, State and Federal Government departments, Academic Institutions, Community groups

Qualifications and Experience

Mandatory: Extensive experience in community development and working with community organisations, program development, providing capacity building and professional development support to community and sector and co-ordinating and managing community forums and discussion groups; and
Minimum of a Degree qualification in a relevant field (Community Development, Social Work, Education and Development)

Desirable: Familiarity with academic requirements and environments

Knowledge and Skills

- Comprehensive understanding of Gender Equity Frameworks and state and national plans underpinning the goals to end violence against women and the intersectional challenges of refugee, migrant and asylum seeker communities
- Comprehensive knowledge of AMES Australia client groups and an extensive understanding of issues faced by these clients
- Broad understanding of policies affecting AMES Australia clients
- Ability to think strategically and identify opportunities for the growth of organisational services
- Good communication skills to underpin liaison with organisational management and staff in order to develop and implement cross organisational activity
- Demonstrated analysis, problem solving skills and an entrepreneurial approach to the development of innovative programs
- Experience in the development, implementation, evaluation and documentation of programs designed to promote social and economic participation for CALD communities and in particular, those who are new arrivals to Australia Strong skills in networking, stakeholder management and the ability to widen organisational networks, partnerships and visibility

- A strong alignment with the values of a business focused not for profit organisation that primarily works with clients from culturally and linguistically diverse backgrounds

Other Relevant Information

- Operate in accordance with the Schedule of Financial Delegations.
- Budget Responsibilities – Nil
- Staffing responsibilities – Nil
- Applicants for the position must have the right to work in Australia.
- Offers of employment will be subject to a satisfactory Police Check.

*AMES Australia is an Equal Employment Opportunity Employer and abides by the Occupational Health and Safety Act.
AMES Australia is committed to and believes in gender equality, and promotes a work environment where inclusion and diversity are valued and where people across all of AMES are involved, supported, respected and treated fairly.
For HR purposes only: ANZSCO Code - 139999*

Electronically Signed by the Employee

Name: [*SignatureOBStarter]

Date: [*SignedDateOBStarter]