

## **Position Description**

<b>Position Title:</b>	Schools Engagement Officer
<b>Location:</b>	Flexible arrangements – working from home and JRS Offices based in Parramatta and Elizabeth Bay; with frequent travel to other locations in Sydney for schools engagement
<b>Reports to:</b>	Community and Schools Engagement Coordinator
<b>Award:</b>	SCHADS Level 4.1
<b>Conditions:</b>	Part time 0.5 FTE (5 days per fortnight) Contracted until 30 December 2023.

### **ORGANISATIONAL BACKGROUND**

Jesuit Refugee Service (JRS) is an international Catholic organisation with a mission to accompany, serve and advocate for the rights of refugees, people seeking asylum and other forcibly displaced people. JRS works in situations of greatest need, where people are most vulnerable, where there are gaps in services and where partnerships can be formed to better serve people seeking safety. In Australia, JRS works to uphold the rights of refugees, people seeking asylum and migrants in situations of vulnerability and aims to support people to empower themselves, to live meaningful and dignified lives while feeling welcomed and connected to a more fair and just community.

As an independent, not-for-profit, non-government organisation JRS Australia undertakes the following activities:

- Supports and accompanies community-based people seeking asylum, refugees and migrants in vulnerable situations through a holistic programme of casework, financial assistance, community activities, food bank, English classes, an employment program, a women's program, workshops and drop-in programs provided through our drop-in centre in Parramatta.
- Supports women seeking asylum and temporary visa holders to increase their understanding of domestic and family violence and sexual and gender based violence, its drivers and their rights, as well supporting women to access support and referral pathways JRS/Position Description/Employment Support Officer (May 2022)
- Supports and accompanies people seeking asylum who are or have been held at detention facilities across Australia or who have been transferred from Manus Island or Nauru.
- Raises awareness with young people and others in the community through schools, parishes, community centres and other stakeholders about forced displacement, social justice, human rights, the situation of people seeking asylum in Australia, the barriers that they face, and ways to get involved.
- Undertakes research and advocacy with and on behalf of people seeking asylum, refugees and migrants in vulnerable situations in Australia in order to advise government and non-government organisations (NGOs) on policy and program responses.

- Supports JRS projects and activities overseas, for example, through regional and international advocacy and campaigns.

## **POSITION OVERVIEW**

The Schools Engagement Officer alongside the Community Engagement and Schools Coordinator and the advocacy team will be responsible for:

- The mapping of the activities, initiatives and projects concerning refugees and people seeking asylum across the Australian Jesuit Province.
- The delivery of the schools engagement program, alongside our leaders with lived experience.
- Support and work on the development of the JRS Schools Engagement Program that engages with young people around the topics of forced displacement, human rights and social justice.
- Responsible for booking and coordinating school engagement events
- Helping to recruit and support volunteers for the schools program
- Develops and keeps up to date educational materials and resources on forced displacement and human rights for a range of age groups and audiences.

## **KEY TASKS AND RESPONSIBILITIES**

### **Schools Engagement and Speaking Program**

- Supports and delivers the JRS Schools Engagement Program with Catholic, other Independent Schools, and Public Schools.
- Builds and maintains relationships with students, teachers, and parents at primary and secondary schools, with a particular focus on engagement with Catholic schools within the Parramatta LGA and in Western Sydney.
- Works with the Refugee Leadership and Advocacy Manager to organise refugee speakers to present at schools to raise awareness of key issues of forced displacement and human rights.
- Works with the Refugee Leadership and Advocacy Manager to offer support and debrief for refugee speakers with lived experience at school events.
- Provides information, resources and support to young people wishing to initiate their own projects that relate to forced displacement and people seeking asylum.
- Develops and disseminates educational materials and resources on forced displacement, human rights and Catholic social teaching and uses schools' resources and materials as tools to engage young people in awareness raising, advocacy and practical support for people seeking asylum.
- Seeks feedback from school events and monitors and evaluates the outcomes of the programs to improve the program.

### **Philosophy, Mission and Values**

- Understands and demonstrates the Mission and Values of JRS on a day-to-day basis; respect, hope, dignity, solidarity, hospitality, justice and participation.
- Adheres to the policies and procedures of JRS.
- Adheres to the JRS and the Australian Jesuit Province Code of Conduct.
- Works closely with the relevant people in all of the Jesuit ministries to ensure that Ignatian spirituality is fostered and lived within those ministries.

- Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, ability or any other background.
- Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed.

### **Occupational Health and Safety**

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission and JRS.
- Works in a manner that considers duty of care for self and others and be safety conscious at all times.
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents.

### **Quality Assurance and Continuous Improvement**

- Attends relevant meetings, workshops, conferences and training, as required
- Becomes familiar with, and follows JRS and the Province's quality and standard policies, procedures and management instructions.
- Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way.
- Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement.
- Maintains confidentiality in relation to clients, staff and volunteer issues.

## **SELECTION CRITERIA**

### **Essential Criteria:**

- Tertiary qualification in education or another relevant discipline, or equivalent professional experience.
- Demonstrated understanding of the issues faced by people seeking asylum and refugees living in Australia, and the global displacement context.
- Experience in developing and coordinating projects/programs, particularly in relation to education.
- Experience in developing and delivering workshops, training or group sessions.
- Excellent networking skills and experience of building and maintaining relationships with partners and key stakeholders
- Excellent oral, written, interpersonal and cross-cultural communication skills.
- Ability to work effectively independently, as part of a team and with key stakeholders.
- Capacity to manage competing deadlines, prioritise workload appropriately and work in a flexible manner.
- Understanding of and sympathy with the mission and values of Jesuit Refugee Service.
- Proficiency in using MS Office, Google Drive and online database/reporting systems.
- Commitment to working within current Equal Employment opportunities (EEO), Work Health and Safety (WH&S), and child protection legislation.
- Driver's Licence and access to a reliable & comprehensively insured vehicle.

**Desirable:**

- Driver's Licence and access to a reliable & comprehensively insured vehicle.
- Tertiary qualifications in or currently studying education, community development, human rights, welfare or another relevant discipline, or equivalent experience.
- Direct experience of working with people seeking asylum or refugees.
- Direct experience of working with or in schools.
- Experience of coordinating and supervising volunteers.
- Understanding of Catholic Social Teaching, Catholic Church structure, systems and procedures and experience working in a Church based organisation.

**Application Process:**

Applications must address all of the selection criteria and include a current resume and contact details for two professional referees. Applications will only be considered if they address the selection criteria.

To apply for this position please submit a complete application with the subject line **Schools Engagement Officer application** to [jobs@jrs.org.au](mailto:jobs@jrs.org.au) by **11:59pm Tuesday 9 August**.

If you would like further information about the Schools Engagement Officer position, please contact: Zoe Grant at [zoe.grant@jrs.org.au](mailto:zoe.grant@jrs.org.au), using the subject line: **Schools Engagement Officer enquiry** or 9098 9336.

**People with lived experience of displacement who meet the essential criteria are strongly encouraged to apply.**

Applicants will be subject to a Working with Children Check and the National Criminal Record Check.

*JRS is committed to the health and safety of its staff, volunteers and the people we serve, therefore, it is expected that all staff are fully vaccinated and are able to provide adequate proof of vaccination status.*