

Position Description

Position Title:	Community Engagement Officer
Location:	Flexible arrangements – working from home and JRS Office based in Parramatta; with frequent travel to other locations in Sydney for community engagement
Reports to:	Head of Policy, Advocacy and Communications (PAC)
Award:	SCHADS 4.1
Conditions:	Part-time (0.4 FTE) Contracted until 31 st December 2025 with possibility of extension based on funding.

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 and 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
- 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

This Community Engagement Officer role is focused on bringing the community into JRS Australia's goal to seek systemic change through evidence-based advocacy, lobbying, community organising, and campaigning. The Community Engagement Officer is responsible for:

- Raising awareness and educating the community
- Building solidarity, compassion and welcome in the community and
- Mobilising the community toward direct actions that have a positive impact on the people we serve. These actions include advocacy and campaigning activities that seek to bring about positive change as well as actions that generate practical and financial support for refugees and people seeking asylum.

The Community Engagement Officer will report to the Head of Policy, Advocacy and Communications and will work closely with the PAC team, and other staff members and volunteers to ensure effective external community engagement.

KEY TASKS AND RESPONSIBILITIES

The Community Engagement Officer will play a key role in strengthening and expanding Catholic action and other community social justice groups in Sydney, with a specific focus on supporting refugees and people seeking asylum. This role involves fostering relationships with existing groups and encouraging the formation of new ones. The Community Engagement Officer will work closely with parish social justice groups and community leaders, equipping them to shift local attitudes, engage with local decision-makers, and mobilise practical and financial support (e.g. donations to JRS Australia's Foodbank, fundraising initiatives etc.) to assist refugees and people seeking asylum through JRS Australia's initiatives.

- Using principles of community organising:
 - Identify, train, and support key parish and community leaders
 - Build and support local Catholic and other community groups to advocate for systemic changes in laws, policies and practices affecting refugees, people seeking asylum and migrants in vulnerable situations.
- Co-chair the Diocesan Walking with Refugees group that meets monthly.
- Support parish and other leaders and social justice groups to organise awareness-raising events, meet their MPs, and provide practical or financial support for programs to support refugees and people seeking asylum, including foodbank drives and fundraising initiatives.
- Creatively explore opportunities to leverage community groups to grow support for JRS Australia's work.
- Assist the Head of PAC in contributing to key civil society campaigns led by JRS Australia and/or our sector partners regarding the rights of refugees, people seeking asylum, and migrants in vulnerable situations.

- Use initiative to engage with communications and philanthropy staff to develop content about and for events, activities, campaigns, and key initiatives, and to contribute to communications philanthropy materials as required.
- Ensure compliance with JRS branding and style guidelines in all communications and materials used for community organising.
- Organise community events, days-of-action, and advocacy forums with assistance from Head of PAC where applicable.
- Assist key staff in identifying and availing of opportunities to grow practical and financial support from parishes, schools, and other communities in order to support refugees, people seeking asylum and migrants in vulnerable situations.
- Build upon and help maintain an online database of supporters.
- Contribute to advocacy and policy discussions, strategic thinking, and decision making as part of the PAC team.
- Other tasks as determined by line manager

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 International 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, race, religion, 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.

Safeguarding Children and Young People

Our organisation takes child protection seriously, therefore as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

SELECTION CRITERIA

Essential Requirements:

- Demonstrated experience in community organising, advocacy, campaigning, or community engagement within a civil society, youth, or faith-based community setting.
- Demonstrated ability to identify, train, support, and work in partnership with community leaders to achieve defined social justice goals.
- Outstanding networking and relationship building skills and ability to engage positively with different stakeholders from various backgrounds.
- Demonstrated ability to identify, train, and supervise volunteers.
- Demonstrated ability to produce clear written campaigning and advocacy documentation and analysis (e.g. training documentation, calls to action).
- Experience coordinating and organising events, including a demonstrated understanding of what elements are essential for a successful event.
- Outstanding communications skills and ability to motivate others, including strong public speaking skills
- Ability to work well as part of a team
- Well-developed time management and organisational skills, with the ability to manage competing deadlines and priorities
- Understanding of the mission and values of JRS and the Australian Jesuit Province.
- Commitment to human rights, gender equality, non-discrimination and social change
- Understanding of, and a passion for the rights of people seeking asylum and refugees.
- Commitment to working within current Equal Employment opportunities (EEO), Work Health and Safety (WH&S), and child protection legislation.
- A current NSW Police record check and NSW working with children check or willingness to undertake one.

Desirable:

- A good understanding of issues concerning people seeking asylum and refugees.
- Strong networks with Catholic communities, organisations, and leaders.
- Demonstrated ability to communicate within Catholic parish, school, or community settings.
- Experienced design skills with use of Adobe suite, Illustrator, Photoshop and/or Canva.
- Experience with email marketing software such as MailChimp.

Application Process:

If you would like further information about the **Community Engagement Officer** position, please contact: Amelia Savage, Acting Head of Policy, Advocacy and Communications at amelia.savage@jrs.org.au

To apply, please address each selection criteria and send your response, along with your resume and a cover letter to: jrsreception@jrs.org.au **by Monday 2nd December 2024**. Interviews will be in the week commencing **Monday 9th December 2024**. This role will commence in **mid-January 2025**, negotiable.

Thank you for your interest in working with Jesuit Refugee Service Australia.