

Position Description- Albury Wodonga Ethnic Communities Council



Position Title	Senior Community Advocacy Officer
Direct Supervisor	Chairperson, Board of Directors
Direct Report/s	Community Advocacy Officers and other AWECC employees, interns, and volunteers, as appropriate
FTE	0.6 22.8 hours per week
Contract period	February 2020 – December 2020
Applicable Award	Social, Community, Home Care and Disability Services Industry Award 2010 (MA000100)
Classification	Community Development Worker Level 5.1
Hourly Rate	\$38.85

The Senior Community Advocacy officer will be responsible for managing the operational and financial requirements of AWECC to ensure delivery of various community capacity building programs, events and forums. Undertaking advocacy opportunities for emerging and established migrant and refugee communities. The role will include liaising with internal and external customers including, but not limited to:

- AWECC Board of Directors, staff, volunteers and members.
- Community groups such as service providers, multicultural advocacy bodies, government bodies, media and other relevant partners and stakeholders.

Specific Responsibilities

Management duties including:

- Developing and delivering the vision for AWECC in accordance with direction given by the AWECC board.
- Ensuring business and operation plans are delivered to meet strategic goals.
- Management of human resource needs, in accordance with business requirements, including directing and managing staff, goal-setting, and managing staff performance.
- Budget and finance, including payroll
- Board reports, funding applications and acquittals.
- Occupational Health & Safety
- Implementation and maintenance of policies and procedures as per relevant legislation.
- Oversee administration related to the upkeep of AWECC membership.

Evidence Gathering:

- Keeping informed on multicultural affairs, developments, trends, opportunities and other issues relevant to AWECC and its partners

Community Liaison:

- Supporting, enabling and advising community and reference groups to become self-reliant to participate in the wider Albury-Wodonga community.
- Cultivate new partnerships that foster an enabling environment for multiculturalism.
- Facilitating effective and supportive relationships on multicultural affairs amongst ethnic communities, service providers, different levels of government, businesses, faith-based communities, and other stakeholders

Program Management:

- Monitoring of projects to guarantee they are adequately resourced to ensure the credibility of AWECC's reputation.
- Managing positive and collaborative relationships with ethnic communities, funding agencies, project partners, and other key stakeholders relevant to assigned projects

Selection Criteria:

1. Demonstrated commitment to human rights, multiculturalism, and community empowerment.
2. Previous experience working with CALD communities, especially refugees and migrants.
3. Previous experience in a management role.
4. High level written and interpersonal communication skills
5. Appropriate qualifications and/or equivalent experience in social sciences, health, education, management and social services.
6. Demonstrated experience and skills in research and data gathering, ideally at the community level.
7. Ability to take initiative, work flexibly, and manage competing priorities.
8. Minimum conversational comprehension of a language other than English is highly desirable:
9. Right to work in Australia or appropriate visa:
10. Willingness to undergo pre-employment checks and a current driver's licence:

To apply please send cover letter addressing the selection criteria and your CV to

AWECC Chairperson: Rupinder Kaur rupinder@awecc.org.au

Applications close: Wednesday 8th January 2020

For all enquires regarding this position please contact Jodie Farrugia jodie@awecc.org.au

