



Australian Muslim Women's  
Centre for Human Rights

## Program Coordinator Job Description

<b>Position Title:</b>	Program Coordinator
<b>Location:</b>	434 Queens Parade, Fitzroy North 3068
<b>Tenure:</b>	Fixed term, 12 months
<b>Hours of employment:</b>	<b>Full time</b> 38 hours per week ( <i>including regular evening and weekend work</i> )
<b>Conditions of employment:</b>	In accordance with <i>SCHCADS Award 2020</i>

### ORGANISATION INFORMATION

The Australian Muslim Women's Centre for Human Rights (AMWCHR) is a non-religious, non-sectarian, culturally and linguistically diverse organisation of women that advocates for the rights of all Muslim women by

- empowering Muslim women's self-determination
- bringing a human rights approach to bear on issues of inequality and disadvantage, and
- working with individuals, communities and government to advocate and educate for equality within the Australian community.

We work on the foundational principles that Muslim women's equality is without exception, without qualification and without threat.

The AMWCHR community portfolio works with individuals, groups and service providers in the following areas:

- Case work, referrals, secondary consultation and outreach
- Advocacy
- Community-based programs and service delivery
- Capacity building
- Leadership development
- Policy development
- Partnership projects

## POSITION SUMMARY

The Program Coordinator, as part of the Community Programs Team, has responsibility for delivering a range of community capacity building programs developed by the AMWCHR.

**This role is required to promote community development programs, engaging diverse communities to set up, organise, coordinate groups and facilitate or conduct workshops and program activities.**

The Program Coordinator will be required to contribute to the development of, and facilitate, community and sector capacity building and education initiatives that support Muslim communities to strengthen women's capacity and active participation in the broader Australian community. The role will also contribute to the continuous development of the Community Programs portfolio and AMWCHR's capacity to develop and deliver direct services to Muslim communities that are of the highest professional standard.

The Program Coordinator is a confident and highly skilled community worker, program organiser, administrator, and groupwork facilitator, and has the drive and commitment to grow the impact of the program, thriving in a highly independent working environment.

The role requires regular travel as program delivery occurs in a range of locations throughout Victoria.

## REPORTING

<b>Reports to:</b>	Community Programs Manager
<b>Manages:</b>	N/A
<b>Key liaison:</b>	Community Programs Manager, Chief Operations Officer, Community Liaison Officers, other staff
<b>External Liaison:</b>	Community members, service providers, education bodies, representatives from external agencies and funding bodies

## KEY RESPONSIBILITIES

- Plan, promote, develop and deliver a range of community capacity building programs for Muslim communities, targeting primarily Muslim women and Muslim young women.
- Market and promote community capacity development programs widely
- Establish linkages and collaborative working relationships with relevant external stakeholders to facilitate the success of the program. These may include:
  - Community leaders in the sector
  - Community leaders outside the sector
  - Schools and educational institutions
  - Community hubs, councils
  - Community agencies
  - Service providers
- Maintain and build professional networks and foster good working relationships with external stakeholders.
- Maintain records and carry out other administrative duties and procedures that contribute to the efficient and effective conduct of the programs and organisations' operations as required within funding arrangements and organisational policies.
- Prepare proposals and reports for relevant programs as required, in consultation with the management and the program team
- Review and evaluate emerging research with a view to continuously improve the delivery of

- programs.
- Document ongoing learnings that emerge through the programs and continuously review the relevance and responsiveness of the content, plans and strategies of the programs to improve their effectiveness and efficiency, and implement them in consultation with the Community Programs Manager.
  - Deliver and facilitate highly engaging and educational workshops and group-based activities where relevant or assigned utilising the lens, framework and curriculum designed by the organisation
  - Ensure the successful completion of work plan requirements of allocated projects as set out by the Community Programs Manager
  - Contribute to the development of policies and procedures of AMWCHR as they apply to the administration and delivery of community education programs.
  - Represent the AMWCHR on external committees, networks and forums as required
  - Attend and participate in AMWCHR staff meetings, contribute to strategic and operational planning, development and management of policies and procedures and professional sharing.
  - Participate in group and individual supervision meetings adopting a readiness for reflective thinking and openness for constructive feedback
  - Participate in performance appraisal processes during the designated periods
  - Model AMWCHR's values and associated behaviours within the Centre and across external liaisons.
  - Maintain positive collegiate relationships with management and colleagues, reporting relevant issues and contributing to a professional and harmonious workplace.

## **KEY SELECTION CRITERIA**

Applicants must respond to the following (12) KSA:

1. Qualifications in social work, community development or psychology
2. Experience in assessing community groups' needs and developing training sessions accordingly
3. An understanding of Islamic religious diversity, cultures, migration and settlement issues. Proven experience and understanding of a participatory, supportive and empowerment-based style of facilitating small and large groups across a diverse range of clients
4. Ability to moderate group dynamics and negotiate potentially volatile and sensitive environments
5. Experience in facilitating group sessions through different language interpreters
6. Ability to manage projects, monitor own workload, pay attention to details and ensure all work tasks are completed in accordance with assigned portfolio and funding arrangements
7. Excellent interpersonal skills and ability to work as part of a highly culturally diverse team.
8. Well-developed written and verbal communication skills in English
9. Well-developed time management, record keeping and organisational skills
10. Computer literacy skills
11. Current driver's licence, Working with Children's Check and Police Check

Highly desirable additional criteria: (not required to respond to in application)

- Ability to communicate effectively with a diverse range of people, to develop and maintain professional relationships and share concepts, information and ideas successfully.
- Ability to report succinctly and accurately
- Ability to work successfully in a changing environment, accept new challenges and continually strive for improvement
- Qualifications in community development and group facilitation.
- Ability to engage and engender trust in communities dealing with a range of complex issues.
- Ability to sensitively address complex issues that emerge when working with refugee communities.
- Specialist knowledge in gender issues, development work and refugee issues.
- Excellent public speaking, negotiation and facilitation skills.
- Ability to respond to community needs in innovative ways with limited resources
- Ability to speak a language other than English relevant to Muslim communities

Endorsed by .....Date: .....