

AFRICAN COMMUNITIES CAPACITY BUILDING OFFICER

- **Western Sydney location**
- **SCHCADS Award 2010- Level 5**
- **Fixed- Term Part-Time (28 hours a week) – 1 year Contract**

SydWest Multicultural Services is the leading community organisation connecting and empowering people of all cultures. Our purpose is Connecting Cultures & Building Communities. The values underpinning our work are Accountability, Collaboration and Excellence. Through person-centred services, representation and evidence development we are empowering individuals and building the social capacity of communities. The organisation focuses on people who are vulnerable and most in need across the life course. We have offices in Blacktown, Mt Druitt, Penrith and Rouse Hill.

We offer our staff many benefits such as flexible working arrangements, flexi-time and salary sacrifice packaging. For further information please check this link

<http://www.sydwestms.org.au/get-involved/employment-opportunities>

Role Overview:

The ACCB Officer is part of the organisation's Community Engagement Division and will implement the Strengthening Western Sydney Communities project, which is partly funded by the Department of Home Affairs through the Fostering Integration Grant program with contributions from SydWest Multicultural Services and Settlement Services International. The ACCB Officer will coordinate the implementation of activities that will empower African young people aged 12- 24 years old in the Blacktown ,Parramatta and Penrith with the aim of improving educational outcomes, enhancing their resilience and sense of belonging as well as remain engaged in social, economic activities in the broader community. The project will also build the capacity and knowledge of parents of African backgrounds to have effective communication with their children, improve their resilience and build stronger families.

Key Accountabilities:

- Comply with Activity Workplan requirements including recruitment and resourcing a Community Reference Group
- Community leaders, families and young people in culturally appropriate strategies to build stronger families in Australia.
- Maintain high level of confidentiality and maintenance of up to date client information on organizational database.
- Ensure reporting is accurate and submitted in a timely manner.
- Assist in organizing community events at an organizational and project level;
- Comply with regulatory, funding standards and SydWest MS' policies and procedures;
- Adhere to contractual obligations, including employment start and finish times;
- Work in partnership with a diverse range of key stakeholders including NSWPF,SSI,MECA,NSW Department of Justice, FACS,NSW Legal Aid, WSLHD, African organisations and groups, etc.
- Actively promote the project to African communities in Blacktown, Penrith and Parramatta
- Participate in monitoring and evaluation of the projectParticipate in appropriate interagencies/networks as directed by the CE Team: Women & families.
- Undertake duties as required by the Community Services and Engagement Manager/Team Leader: Women & Families.
- Ensure personal safety and have a positive attitude towards a work-life balance.

Essential Criteria (*needs to be addressed on a separate document*)

- Demonstrated knowledge of challenges faced by refugee and migrant communities
- Tertiary qualified with in Human Services/Social Sciences with 2 years' experience community development from Africa living in Australia generally Western Sydney in particular.
- High level interpersonal ,communication skills
- Experience working with leaders, parents and young people from CALD backgrounds.
- Demonstrated experience working with a diverse range of stakeholders, including community groups, mainstream government and non-government agencies
- Demonstrated experience program delivery and coordination
- Excellent research and report writing skills, and are good at synthesising and presenting complex information;
- High level time-management and organisational skills, decision making and capacity to identify, initiate and successfully manage competing priorities and deliver high-quality products within agreed timeframes, with attention to detail.

- Demonstrated values of integrity, reliability, professionalism and a commitment to quality and continuous improvement.
- Proficient in the use of Microsoft Office programs
- Ability to work independently and as part of a team
- National Police Check and Working with Children Check required
- Current driver's licence and access to a fully registered motor vehicle

To apply for this position, please submit the following to the Human Resource Officer - Claudia Abou Chaaya at hr@sydwestms.org.au

- **Resume**
- **Cover letter**
- **Name and contact details for two professional referees**
- **A document clearly addressing how you meet each of the Essential Criteria**
(applicants who do not address the essential criteria will not be considered)

Applications close: Tuesday 30 April 2019

All applicants need to present a satisfactory & current National Police Check, must hold a current driver's licence and access to a fully registered motor vehicle.

SydWest MS adheres to the principles and practices of equal employment opportunity, workplace health and safety and is a child safe organisation.