



## Job Description & Selection Criteria

### From the Ground Up to Equality: Project Manager

- TERM:** Temporary until 30 June 2020. Part-time 28 hours / 4 days per week.
- ACCOUNTABILITY:** This position is accountable to the Chief Executive Officer. (Refer to the Organisational Chart).
- DIRECT REPORTS:** Consultant and facilitator/s
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## 1. Organisational Context

Established in 1979, Arab Council Australia (Council) is a secular community-based organisation working to bring about positive social change and improve the lives of the most vulnerable people in the community.

Council represents the interests of people from twenty-two Arab countries. Our membership reflects this diversity and includes people of non-Arabic speaking background. We work with diverse communities and across sectors and play a pivotal role in capacity and community building and in advocacy.

We deliver culturally and linguistically appropriate social services to address isolation, inequity, discrimination, poverty and hardship. Some of these services include: disability support; family support; child protection; social support to older people; problem gambling and financial counselling; orientation and settlement; casework; and educational support to children, youth and families.

Council has also recently delivered an early intervention Domestic Violence (DV) Project to raise awareness about the nature of DV and where to find supports for CALD communities.

The *From the Ground Up to Equality* project is funded by Women's NSW.

## 2. Role Description

The position is responsible for overseeing and implementing the *From the Ground Up to Equality* Project which aims to develop and deliver an Arabic specific prevention and strengths-based program for women and men, highlighting aspects within Arab culture that support gender equality, challenging attitudes and beliefs and addressing gendered drivers that increase

the probability of Domestic Violence (DV). The project will also involve exploring issues with the community and sharing learnings.

Responsibilities of the position include:

- Project planning to ensure the project achieves its outcomes
- Developing and implementing an approach for stakeholder engagement including facilitating stakeholder reference groups
- Organising and delivering project outputs such as: co-design workshops to design the program; developing a facilitator guide, participant workbook and recruitment and evaluation tools; delivering seminars to engage community leaders in discussion about gender equality; and drafting a report outlining findings to inform the DV sector;
- Designing and implementing an evaluation strategy for the project;
- Promoting the project and its outputs and outcomes; and
- Meeting reporting requirements.

### 3. Specific Duties

<p><b>1. Project Implementation and Management</b></p>	<p>1.1. Undertake project planning to ensure that the <i>From the Ground Up To Equality</i> project meets its objectives and contractual requirements.</p> <p>1.2. Manage and work with Consultants/ Facilitators (where appropriate) to deliver project outputs and outcomes such as: convening co-design workshops; Developing the program outline and content including a Facilitator Guide, Participant Workbook and recruitment and evaluation tools; delivering the gender equality workshops; convening seminars for community leaders and drafting a report to share findings with the DV sector.</p> <p>1.3. Write reports and ensure compliance with project reporting requirements as well as Council’s internal reporting obligations.</p> <p>1.4. Monitor the financial situation of the project and in consultation with the Administration Manager, ensure that expenditure is within approved budgets.</p> <p>1.5. Devise and implement evaluation activities to measure the project outputs and outcomes.</p>
<p><b>2. Stakeholder Relationships</b></p>	<p>2.1. Facilitate a stakeholder reference group to harness input from people in the DV sector and Arab community representatives.</p> <p>2.2. Identify, target, develop and liaise with appropriate service providers and community services and develop strategic alliances that will enable Council to deliver the project’s objectives.</p> <p>2.3. Participate and positively represent Council in relevant networks, forums and events with the view of promoting the project.</p>
<p><b>3. Quality</b></p>	<p>3.1. Comply with relevant legislation, departmental and organisational requirements.</p>

	<ul style="list-style-type: none"> <li>3.2. Comply with contract guidelines.</li> <li>3.3. Ensure record keeping and other information is recorded according to service standards and practice.</li> <li>3.4. Ensure reporting requirements for the project are undertaken.</li> <li>3.5. Engage in supervision with the line manager.</li> <li>3.6. Engage with external supervisors as required.</li> <li>3.7. Maintain a high level of professional standards.</li> </ul>
<b>4. Team Participation</b>	<ul style="list-style-type: none"> <li>4.1. Be responsible for the project as outlined in this document and as delegated by management.</li> <li>4.2. Contribute to the on-going development of the team through peer supervision, reflective practice sessions, collaborative team work and providing a responsive project.</li> <li>4.3. Work collaboratively with all staff members ensuring open and clear communication across the organisation.</li> <li>4.4. Participate in team, project and organisational meetings as required.</li> </ul>
<b>5. Health and Safety</b>	<ul style="list-style-type: none"> <li>5.1. Create, maintain, and foster a safe work environment at all times.</li> <li>5.2. Ensure own work does not adversely affect any other person.</li> <li>5.3. Identify, correct and report any unsafe act, condition or behaviour according to Council's policies and procedures.</li> <li>5.4. Report any injury or incident in accordance with Council's policies and procedures.</li> </ul>
<b>6. Risk Management</b>	<ul style="list-style-type: none"> <li>6.1. Ensure that Council's Risk Management Policy, and the application of sound risk management practices within the workplace and community are adhered to and complied with at all times.</li> <li>6.2. Actively champion the organisational reporting system by ensuring all risks, accidents, incidents, and feedback are reported in a timely, responsive and responsible manner.</li> <li>6.3. Actively participate in organisational quality and risk management processes including external accreditation requirements.</li> </ul>
<b>7. Policies and legislative requirements</b>	<ul style="list-style-type: none"> <li>7.1. Ensure personal and project staff compliance with all Council policies, legislative requirements and lawful management directions.</li> </ul>

<b>8. Code of Ethics and Conduct</b>	8.1. Actively support Council’s mission, vision and values. 8.2. Ensure full compliance to Council’s Code of Ethics and Conduct. 8.3. Operate within all Council’s policies, procedures and practice guidelines as well as relevant legislative requirements.
<b>9. Employee development</b>	9.1. Participate in ongoing education and training as identified and approved. 9.2. Participate in the organisation’s performance management system, including participating in supervision to identify opportunities for performance improvement. 9.3. Participate in professional development programs that are relevant to this role.

#### 4. Position Requirements

- a) Capacity and willingness to work within the ethos of Arab Council Australia
- b) Current unrestricted Australian Drivers Licence and access to a car.
- c) Provision of a satisfactory Police Check.
- d) A current Working with Children Check.
- e) IT skills including working knowledge of Microsoft Office suite and windows operating environment, and data entry skills.
- f) Availability to work extended hours, weekends or evenings, as required.

#### 5. Selection Criteria

- a) Experience in project management using a strengths-based approach, preferably in a learning and development context.
- b) Understanding of the domestic violence (DV) sector, drivers of DV and groups that are more vulnerable to DV.
- c) Experience in working with CALD communities and a good understanding of the challenges faced by migrants and refugees.
- d) Experience in community development.
- e) Proven track record of having productive relationships with diverse stakeholders.
- f) Minimum three years’ experience in managing community-based services/projects, and in coordinating and supervising small teams.
- g) Highly developed interpersonal, verbal and written communication skills.

- h) Tertiary qualification in relevant discipline e.g. Community Development; Social Work.
- i) Demonstrated ability to multitask and a good track record of meeting targets and prioritising work.
- j) Ability to write and converse in Arabic (preferable).

## 6. Location

In addition to a number of outreach locations, Council provides services at two main offices:

- Suite 15, 212 South Terrace (South Terrace Plaza)  
Bankstown NSW 2200
- Suite 2, Level 2, 44-46 Mandarin Street  
Fairfield East NSW 2165

The principal location for this position will be at Council's Fairfield East Office.

## 7. Salary and Employment Conditions

Employment conditions are as per the modern Social, Community, Home Care and Disability Services Industry Award (SCHCADS).

This position is for 28 hours / 4 days per week up to 30 June 2020.

The salary is paid fortnightly and is at Level 5 up to Pay Point 3 of the SCHCADS Award. 9.5% employer superannuation contribution, travel allowance, other relevant entitlements along with some above Award conditions also apply.

Attractive Salary Packaging benefits are available.

## 8. How to Apply

Please send your CV and a written application (of no more than 4 pages) addressing the above position requirements and selection criteria outlining your experience and capacity to fulfill this position by the closing date on **Monday 17 September 2018** to:

The Chief Executive Officer  
Arab Council Australia Inc.  
P.O. Box 1103  
Bankstown NSW 1885  
Or, email: [info@arabcouncil.org.au](mailto:info@arabcouncil.org.au)  
Phone: (02) 9709 4333  
Fax: (02) 9709 2928