



Job Description & Selection Criteria

POSITION TITLE:	Project Coordinator – Living better with COVID-19@home
TERM:	Temporary until 22 December 2022 on 21 hours per week.
ACCOUNTABILITY:	This position is accountable to the Health and Disability Unit Manager (line manager) and ultimately to the Chief Executive Officer and the Board. (Refer to organisational chart for more details)

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 delivered support to the Arabic-speaking community since the start of COVID-19 in 2020 through a range of initiatives.

2. About the Project

In partnership with Western Sydney University (WSU), Council has designed the “Living better with COVID-19@home” project in 2022. This project is funded by Multicultural NSW and focuses on empowering the Arabic speaking background community (community) to be prepared for COVID-19.

The project, through WSU, has to date co-designed a program with the community that will be delivered as part of this phase. The program aims to improve awareness about the importance of minimizing the risk of spreading COVID-19 within the community and improve outcomes for people affected by COVID-19.

To expand the scope of the project and its aims, and in addition to deliver the program in the community in both Arabic and English (depending on language preference of the group), Train the Trainer sessions to community workers are delivered, seminars to community leaders are held and lessons learnt throughout the project are shared with the various organisations including Multicultural NSW and the community sector.

3. Role Description

The position is responsible for implementing the *Living better with COVID-19@home* Project which includes, liaising with the project lead at Western Sydney University, coordinating the delivery of the program to members of the Arabic-speaking community, organising Train the Trainer sessions and holding seminars to community leaders.

In all the ensuing tasks and duties, the project coordinator will:

- Actively support Council's mission, vision and values.
- Consult with other members of the project team where relevant and work under the direction of the line manager on achieving the aims and objectives of the project.
- Work as part of the larger Council team and comply with all Council's policies, procedures and practice guidelines including Council's Code of Conduct, Privacy and Confidentiality, Conflict of Interest, Risk Management policies and procedures, COVID-19 Safety Plan as well as relevant legislative and funding body requirements.
- Identify, correct and report any unsafe act, condition or behaviour according to Council's policies and procedures.
- Create, maintain, and foster a collegial and safe work environment at all times.
- Ensure own work does not adversely affect any other person.
- Maintain a high level of professional standards.
- Report any injury or incident in accordance with Council's policies and procedures.

4. Specific Duties

The Project Coordinator's role is to support the implementation of the *Living better with COVID-19 @home* project, to ensure that the project meets its objectives and contractual requirements. This includes:

4.1. Project Implementation

- a) In consultation with the line manager, liaise with community groups and organisations to promote the Living better with COVID-19 @home Program and its delivery with client groups.
- b) Organise the logistics and promote the required number of programs in the community with groups of people from all genders. These may be for client groups of Council or groups through other organisations.
- c) Organise the logistics and promote the required number of Training the Trainer sessions to community workers, Council staff and newly recruited facilitators.
- d) Organise the logistics, promote and where needed facilitate the required number of seminars for community leaders.
- e) Liaise with facilitators and support the effective delivery of the community program sessions in the community including: preparation of kits, collection of surveys, evaluation and facilitators' reports.
- f) Collaborate with the project lead at WSU on preparing and delivering the Training of Trainers community program sessions including: preparation of materials, surveys, session evaluation forms and participants kits etc.

- g) Implement approved surveys and evaluation activities as necessary to measure the project outputs and outcomes.
- h) Communicate with the website development team at Council to develop the online link to the *Living better with COVID-19@ home* program.

4.2. Stakeholder Engagement

- a) Liaise with appropriate service providers and community services and develop strategic alliances that will enhance the delivery of the project's activities including the community program.
- b) Develop promotional material to maximise greater participation in the community program sessions, training the trainer sessions and the seminars for community leaders.
- c) Promote the program sessions and other activities through in-language radio programs, and Council's network database.
- d) Organise and participate in Stakeholder Reference Group (SRG) meetings and provide updates on project activities.
- e) Participate and positively represent Council in relevant networks, forums and events as appropriate with the view of promoting the project.

4.3. Data, Reporting and Administrative requirement

- a) Maintain accurate records of the project and participants, including survey results, service statistics and other relevant information so to facilitate ongoing planning, development and evaluation.
- b) Collate data including attendee numbers, demographics and feedback.
- c) Support the preparation of project reports as required by Council and the project funding body.
- d) Address all other administrative requirements of the position including correspondence (mail or emails), telephone, word processing etc.

4.4. Team Participation

- a) Work collaboratively with all staff members ensuring open and clear communication across the organisation
- b) Participate in team, project and organisational meetings as required.
- c) Actively participate and provide practical assistance to Council's activities, services and events where required, when needed and requested, for example Annual General Meetings, Open Days and other events etc.
- d) Undertake other duties as required by the line manager and/or as decided by the Chief Executive Officer and the Board.

4.5. Professional Development

- a) Participate in professional development programs training as identified and approved.
- b) Participate in the organisation's staff appraisals, performance management system, and supervision with the line manager to identify opportunities for performance improvement.

5. Position Requirements

- 4.1 A high standard of conduct and work performance based on Arab Council Australia's values to promote our reputation with key stakeholders.
- 4.2 Relevant tertiary qualifications and experience as listed under selection criteria.
- 4.3 Current satisfactory Criminal History.
- 4.4 Is up to date with the COVID-19 vaccination.
- 4.5 Has a current unrestricted Drivers Licence and access to a car.
- 4.6 Very good IT skills including working knowledge of Microsoft Office suite and windows operating environment, and data entry skills.
- 4.7 Availability to work extended hours, weekends or evenings, as required.

6. Selection Criteria

- 6.1. Understanding of health systems in Australia and how to communicate with the community regarding health-related conditions.
- 6.2. Experience in working with CALD communities and a good understanding of the challenges faced by migrants and refugees, particularly those of Arabic speaking background families including children and young people.
- 6.3. Experience in planning and organising training workshops, information sessions, seminars etc
- 6.4. Knowledge and experience in group processes and facilitation.
- 6.5. Tertiary qualification in relevant discipline e.g. Community Development; Social Work.
- 6.6. Well developed interpersonal, verbal and written communication skills.
- 6.7. Demonstrated ability to multitask and a good track record of meeting targets and prioritising work.
- 6.8. Ability to converse in Arabic.

7. Location

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

- 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.

Staff may also be directed by management to work remotely from home as determined by COVID-19 restrictions and the situation on the ground.

8. Salary and Employment Conditions

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

This position is for a fixed term until 22 December 2022 worked over 21 hours/3 days per week.

The salary is paid fortnightly and is at Level 4, up to Paypoint 4 of the SCHCADS Award. Employer superannuation contribution, travel allowance, other relevant entitlements along with some above Award conditions also apply.

Attractive Salary Packaging benefits are available.

9. How to apply

Please refer to the “What You Need to Know When Lodging Your Job Application” document for more details and requirements.

Send your CV and a written application addressing the above criteria and outlining your experience, skills and capacity to fulfil this position by the closing date of **Wednesday, 27 July 2022** to:

The Chief Executive Officer
Arab Council Australia Inc.
P.O.Box 1103, Bankstown NSW 1885
Or, email: info@arabcouncil.org.au

For more information contact the Health and Disability Unit Manager, Hala Alduleimi Phone: (02) 9709 4333 or 0433 816 964, email hala@arabcouncil.org.au