

POSITION DESCRIPTION

National Coordinator, Australian Churches Refugee Taskforce (ACRT)

Employment Basis: 0.6 FTE

Location: Sydney, Melbourne or Brisbane

1. JOB TITLE	National Coordinator	DATE: 20/02/2020
	The Australian Churches Refugee Taskforce (ACRT) was established to offer leadership to the member churches of the NCCA to promote a shared Christian vision of compassion and hospitality for asylum seekers and refugees, particularly those subject to the direct control of the Australian Government.	
2. STAKEHOLDERS		
2.1 Internal Stakeholders	<i>NCCA Board ACRT Executive ACRT Steering Committee State and Territory Councils of Churches Member Churches and Christian agencies working in the sector(s)</i>	
2.2 External Stakeholders	<i>Refugee Council of Australia Community Refugee Sponsorship Initiative (CRSI) and related agencies Asylum seeker and Refugee sector in Australia Department of Home Affairs Australian Human Rights Commission UNHCR</i>	
3. REPORTING RELATIONSHIPS		
3.1 Reports Directly to:	General Secretary, NCCA	
3.2 Reports Indirectly to:	Chair, ACRT through General Secretary	
4. ROLE PURPOSE	To deliver the agreed Terms of Reference of the Taskforce, which are: <ul style="list-style-type: none"> to bring the churches and church agencies together as and when it 	

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	<p>is appropriate and where it makes sense, facilitate the members to have a strong moral voice on asylum seeker and refugees, particularly those subject to direct Australian Government control;</p> <ul style="list-style-type: none"> • to assist with communication and information sharing with member churches and church agencies • to develop policy statements and propose program actions in support of refugees and people seeking asylum; • to assist with the operationalisation of church-based initiatives; and collaboration with existing and emerging networks of stakeholders in the Australian asylum seeker and refugees sector; • to facilitate the communication of the work that Australian Churches and agencies do with asylum seekers and refugees. 		
<p>5. KEY AREAS / REGION</p>	<p>This role relates to networking and advocacy within Australia, although can relate to Australia's approach to policy and the global, particularly Asia-Pacific regional context.</p>		
<p>6. TRAVEL (No of Days per Annum)</p>	<p>Approximately 1 -2 days per month (interstate), as the ACRT is a National body</p>		
<p>7. KEY RESPONSIBILITIES</p>			
<p>Key Areas</p>	<p>Services</p>	<p>Outputs / Indicators</p>	<p>% of time</p>
<p>8.1</p>	<ul style="list-style-type: none"> • Strategic, budget and annual operational planning 	<p>Development of plans that also enable responsiveness and flexibility.</p>	<p>10%</p>
<p>8.2</p>	<ul style="list-style-type: none"> • Support and facilitate the operations of the program according to agreed plans and budget 	<p>Meetings and engagement</p>	<p>20%</p>
<p>8.3</p>	<ul style="list-style-type: none"> • Manage relationships with other organisations including: <ul style="list-style-type: none"> ○ Refugee Council of Australia ○ Community Refugee Sponsorship Initiative ○ Asylum seeker and Refugee sector in Australia ○ Church agencies and 	<p>Manage relationships with other organisations operating within the sector and be a conduit of information between these groups and ACRT members and NCCA member</p>	<p>40%</p>

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	support services	churches	
8.4	<ul style="list-style-type: none"> Engage with member churches and other faith-based communities 	Grow and support the Membership	15%
8.5	<ul style="list-style-type: none"> Manage multiple reporting relationships with the requisite reports, acquittals and presentations Maintain web and social media presence 	Report as required to: ACRT Steering Committee & NCCA Board	15%
<p>9. KEY REQUIREMENTS</p> <p>9.1 Qualifications</p> <ul style="list-style-type: none"> Degree in Social Work, Social Sciences, Theology, Legal Studies/Law or equivalent. <p>9.2 Experience</p> <ul style="list-style-type: none"> At least 3 years government or non-government experience in Australia, in the refugee, asylum seeker or settlement service sectors. Other equivalent experience may be considered. <p>9.3 Reporting and Communication Skills</p> <ul style="list-style-type: none"> Demonstrated advocacy experience including government and media liaison. Excellent written, verbal and presentational skills. Demonstrated experience preparing reports. <p>9.4 Organisation, Interpersonal and People Management Skills</p> <ul style="list-style-type: none"> Demonstrated experience of interacting and coordinating with a range of people and organisations. Demonstrated understanding of working with faith-based communities, churches and church agencies in Australia. <p>9.5 Commitment to NCCA purpose and objects, mission and focus areas, and code of conduct</p> <p>Commitment to NCCA purpose and objectives, Strategic Roadmap 2019-22, and code of conduct; and the ability to incorporate them into a work plan and associated policy and advocacy.</p> <p>9.6 Computer Skills</p> <ul style="list-style-type: none"> Demonstrated proficiency in social media and basic webpage content management. High level of competency in MS Office programs, i.e. MSWord, MExcel and Power Point Presentation. 			
10. NCCA		The Constitution of the NCCA defines the 7 Objects (Purposes) for which the	

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The NCCA has a membership of 18 Christian Churches each with a varied history of place, experience and theology but sharing a common faith and confession in Jesus Christ as God and Saviour.

National Council of Churches in Australia (NCCA) was established in 1994.

The 7 Objects have been grouped into a connected set of [4 strategic objectives](#) to guide the operations of NCCA for the three years July 2019 to June 2022, as follow:

Communication and Engagement

- building stronger relationships with members, key partners and the public.

Support and Participation

- coordinating member church networks for mutual support and participation.

Ecumenical Advocacy

- being a prophetic voice in society and to one another.

Council Development

- ensuring a strong, sustainable and relevant organization.

The ACRT National Coordinator will work within the [NCCA Strategic Roadmap 2019-22](#) in the delivery of policy statements and program actions under the priority focus areas identified under the Strategic Objectives.

The NCCA Organisational Structure 2019-22 is online [here](#).

11. NCCA Working Requirements:

- Knowledge of Christian churches in Australia
- Eligibility to work in Australia
- Capacity to undertake intermittent interstate travel and work outside standard business hours.
- Abide by the NCCA Code of Conduct.

The NCCA is committed to the safety and best interest of all children, young people and vulnerable adults accessing NCCA-supported services, programs and workplace. The preferred candidate is advised that they will be required to agree to, and sign a NCCA Child Safety Policy and Procedure document.

The NCCA will require a national criminal record check and appropriate working with children check prior to employment being confirmed.

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15. APPROVAL PROCESS	SIGNATURE	DATE
Position Holder		Click here to enter a date.
General Secretary		Click here to enter a date.
Chair, Australian Churches Refugee Taskforce		Click here to enter a date.