

## Position Description

### Coordinator (Queensland), Welcoming Cities

POSITION DETAILS	
<b>JOB TITLE</b>	Coordinator (Queensland)
<b>PROGRAM</b>	Welcoming Cities
<b>REPORTS TO</b>	Manager, Welcoming Cities
<b>EMPLOYMENT TYPE</b>	Part-time – 0.4-0.6 FTE
<b>CLASSIFICATION</b>	SCHADS Level 5, Pay Point 1 - (\$88,761 FTE including Super)
<b>LOCATION</b>	Queensland (Brisbane)
<b>DATE</b>	January 2023
<input checked="" type="checkbox"/> Police Check	<input checked="" type="checkbox"/> Child Safety Check
	<input checked="" type="checkbox"/> Valid Driver's Licence

#### ROLE PURPOSE

The Coordinator (Queensland) is responsible for supporting the development and growth of the Welcoming Cities initiative throughout the State of Queensland. This includes: meeting and briefing Local Council employees, Council representatives, and other community stakeholders; developing and sharing Welcoming Cities resources; supporting community stakeholders; and, assisting with documentation and reporting. The work of the Coordinator (Queensland) is centred on the key offerings to members and supporters (existing and prospective) in the areas of: knowledge sharing; partnership development; celebrating success; and, standard & accreditation.

#### BACKGROUND

Welcoming Australia (WA) is a national not-for-profit organisation and non-partisan movement committed to cultivating a culture of welcome and advancing an Australia where people of all backgrounds have equal opportunity to belong, contribute and thrive. Our approach is underpinned by the values of: positivity, relationships, honesty and change.

#### Location

Welcoming Australia is a remote work first organisation, although there is currently an office in Brisbane, employees should be prepared to work remotely from an alternate location. Candidates from regional locations are encouraged to apply.

Travel is a key element of this role with the successful candidate to lead workshops in regional councils, it is estimated that there would be 5-6 short periods of travel annually.

## **KEY PERFORMANCE INDICATORS**

### **KPI 1: Knowledge Sharing**

- Support the development of resources that contribute to the Welcoming Cities network such as case studies, reports, communications materials and information sheets
- Support the development of communications that ensure members and supporters (prospective and existing) remain informed and at the leading edge of policies and practices in the areas of welcoming and inclusion
- Support regular in person network meetings in Southeast Queensland.
- Other related duties, as required

### **KPI 2: Partnership Development**

- Assist Local Council employees and communities with information and advice to assist with planning to engage Council leaders on the Welcoming Cities movement
- Develop evidence-based materials that will assist Local Council employees to present a compelling case for Local Councils to commit to the Welcoming Cities network
- Support Local Council employees, as required, to engage with the key aspects of the Welcoming Cities initiative
- Coordinate reporting in relation to Queensland based activities for Welcoming Cities
- Work closely and productively with funders, to provide regular progress updates and other relevant information.
- Assist with writing tenders, grant applications, and the relevant research to support grant applications for Welcoming Cities in Queensland
- Assist with coordination of relevant tenders and contracts to ensure deliverables, reporting and acquittal is completed on time and to a high standard
- Other related duties, as required

### **KPI 3: Celebrating Success**

- Identify and develop opportunities to showcase work of network members
- Support media opportunities and campaigns that showcase the work Welcoming Cities and its members in a positive light
- Support the Manager, Welcoming Cities and Campaigns & Communications Manager to develop and facilitate campaigns and communications that advance the objectives of Welcoming Cities and Welcoming Australia
- Other related duties, as required

### **KPI 4: Standard & Accreditation**

- Support the development and communication of the Standard and Accreditation framework and assessment
- Support Local Councils, as required, to engage with the Welcoming Cities Standard and Accreditation process
- Other related duties, as required

## **KEY SELECTION CRITERIA**

### **Essential:**

- Tertiary qualifications in social services, communications, a related discipline, or equivalent experience
- Experience in working in, or with local government or related areas
- Demonstrated project management experience
- Demonstrated understanding of local government constraints and priorities
- High quality written and verbal communication skills including ability to prepare reports and to communicate effectively with diverse stakeholders
- Demonstrated skills in stakeholder engagement, partnership development and relationship management

### **Desirable:**

- Politically savvy and sound knowledge of the refugee, migration and multicultural sectors at the local, state and federal Government level
- Knowledge of community networks, peak bodies, business linkages and resources and proven ability to build constructive relationships and work in partnership
- High level of competency in Microsoft Office related applications
- An understanding of OH&S principles in the workplace and a capacity to work safely within these principles.

### **The successful candidate will possess the following values and attributes**

- Welcoming, friendly and strong interpersonal skills
- Capacity to work effectively with and encourage dialogue between diverse community stakeholders from both receiving and migrant communities
- Demonstrated passion for, and commitment to, cultural diversity and inclusion
- Works independently with minimal direction
- The desire to work in a fast paced environment with a positive attitude
- Ability to work cooperatively and flexibly to fulfil individual and team performance

**WELCOMING AUSTRALIA IS AN EQUAL OPPORTUNITY EMPLOYER AND A WELCOMING AND INCLUSIVE WORKPLACE.**