

# Position Description

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<b>Position:</b>	<b>Community Organiser</b>
<b>Reports To:</b>	Lead Organiser
<b>Award Classification:</b>	Level 5 under the Social, Community, Home Care and Disability Services Industry Award 2010
<b>Location:</b>	Footscray VIC (Flexible work arrangements available, travel to other ASRC sites required)

## Organisational context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum in Australia. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, casework, employment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

At the heart of the ASRC strategy is the people we serve, and our commitment to ensuring that their voices of lived experience are embedded in all that we do. The ASRC exists for refugees and asylum seekers, and we are in the service of this community of people. It's important that our work and focus is led by what this community needs, expects and wants from us.

## About the Portfolio and Department

ASRC works to build a powerful movement that leads effective social change for people seeking asylum. As part of a movement, the ASRC supports a collaborative approach to campaigns and organising that takes a whole-of-society approach to advocating for the rights of people seeking asylum. As part of our strategy, we seek to work collaboratively with partners. We drive innovative campaigns, digital actions and support a strong grassroots refugee movement, which is led by refugees and people seeking asylum.

## Position Purpose

The Community Organiser will develop and build organising and advocacy capacity nationally, leading the roll out in support of the ASRC's Advocacy and Campaign priorities. Working in partnership with the community-led movement to build local networks and alliances in targeted and strategic electorates, the Community Organiser will recruit, train and manage a team of volunteer community organisers.

With a key focus on contributing to the overall effectiveness of the organising program – through effective program design, resource development and strategy development – the Community Organiser is an integral part of the ASRC Organising Program and the Refugee Leadership and Advocacy Stream.

## Key Accountabilities

- Lead the development, implementation and monitoring of state-based organising and mobilising strategies and plans in support of ASRC advocacy and campaign priorities
- Build relationships with, and organising and advocacy capacity of, allied organisations and groups and individuals
- Develop and deliver innovative training programs and workshops
- Embed genuine opportunities for people with lived experience to lead the movement in all the ASRC's organising work
- Work in partnership with a community-led movement to build local networks and alliances in targeted and strategic electorates
- Recruit, train and manage a team of volunteer community organisers
- Support the effective management of data and the Nation Builder database
- Contribute to the overall effectiveness of the Organising Program by participating in critical reflection, program design, resource development and strategy development
- Oversee the financial management of the Community Organising budget
- Manage the ASRC's speakers program
- Maintain ongoing relationship with the CAPP alumni

### All ASRC Leaders will:

- Actively role model and lead the improvements to occupational health and safety standards to ensure the ASRC workforce feel safe and supported at work.
- Centre the rights of people seeking asylum and actively working toward bringing the ASRC vision and purpose to life.
- Drive and embed the ASRC values through behaviours that contribute to a culturally safe, inclusive and respectful workplace.

## Role Requirements

### Essential Skills, Experience & Qualifications

- Experience organising and mobilising communities to take action, preferably in a political context
- Excellent communication skills with the ability to engage and build relationships with a diverse range of stakeholder groups
- Experience shifting community attitudes using values-based framing to create compelling narratives
- Proven experience in the development and delivery of capacity building activities, (e.g. facilitating workshops, creating materials and developing tools) to support community organising.
- Previous experience managing volunteers, preferably in an organising context
- Excellent digital skills and capacity to learn new digital tools quickly
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia
- Commitment to ASRC values

### Desirable:

- Lived experience of seeking asylum or refugee background
- Current driver's licence

## Organisational Accountabilities

All ASRC staff and volunteers are required to adhere to policies and procedures which aim to further culturally safe, inclusive and respectful work practices. All offers of employment are subject to satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

I have read and understood and agree to perform the responsibilities outlined in this position description.
Name:
Date:

**Last Review:** October 2024

Due for Review: