

Position Description

Position:	Community Organiser
Reports To:	Lead Organiser
Classification Level:	Level 5 under the Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Footscray VIC (Flexible work arrangements available, travel to other ASRC sites required)
Date Update:	September 2026

Organisational context

The Asylum Seeker Resource Centre (ASRC) is the largest aid, employment, health and advocacy organisation for people seeking asylum in Australia. We are an independent not-for-profit organisation whose programs support and empower people seeking asylum to maximise their own physical, mental and social well being through a range of direct services as well as participating in law reform, campaigning and lobbying.

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 People Will:

- Understand and follow their responsibility to always act in a manner that supports the safety, health and wellbeing of themselves and others in the workplace.
- Centre the rights of people seeking asylum and actively working toward bringing the ASRC vision and purpose to life.
- Demonstrate the ASRC values of Collaboration, Welcome, Courage and Authenticity and demonstrate behaviours that contribute to a culturally safe, inclusive and respectful workplace.
- Commit to the safety and wellbeing of all children and young people and upholds this commitment in their interactions and practice. Adhering to the Victorian Child Safety Standards.

Key Selection Criteria

Essential Skills, Experience

- 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
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

Policy and screening requirements

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: