



Settlement
Council
of Australia

Job Description: Project and Policy Officer

Position Description

Position title: Policy and Project Officer

Position type: 0.6 FTE for 12 months (negotiable)

Location: Canberra, ACT with option for remote/flexible employment

Reports to: SCoA CEO

Roles Reporting to this Position: Volunteers and interns on occasion

Remuneration: SCHADS level 5.1 (ACT) (Approx \$84,000 per annum, pro rata)

Entitlements:

- Personal leave and annual leave pro-rata in accordance with the award
- Any further conditions in line with the *Social, Community, Home Care and Disability Services Industry Award 2010*.

About SCOA

The Settlement Council of Australia (SCOA) is the national peak body for Australia's migrant and refugee services. We have over 110 members nationally that support the effective settlement of migrants and refugees. SCOA supports our members to do their best work and is a strong voice representing the sector to government, the broad public, and other stakeholders. We take pride in ensuring our work makes a real difference to the lives of migrants and refugees settling in Australia and is informed by experiences at the grassroots level.

About the role

The Project and Policy Officer will work across a variety of SCOA projects. The role will have primary responsibility for a project targeted at harnessing community goodwill to support migrants and refugees, including Afghan evacuees. The project will include referral of donors and volunteers to local services, and actively identifying and developing new initiatives that could leverage community goodwill to improve settlement outcomes.

Duties and responsibilities

Specific duties and responsibilities include:

- Managing and regularly updating a webpage that provides advice and directs people to relevant contact points and resources to get involved in settlement

- Being the primary point of contact for people and organisations seeking information/advice on how they can assist
- Actively raising awareness of settlement, the settlement sector, and how individuals and organisations can meaningfully contribute
- Support the coordination of settlement organisations and allied organisations to identify capacity to receive offers of support, and to coordinate and streamline referrals
- Liaising with national organisations or large corporations to scope potential future work and projects
- General policy advice on matters related to settlement
- Other project work supporting the settlement sector
- Other tasks as directed by the CEO

Selection Criteria

Essential

1. An understanding of Australia's migrant and refugee communities, and a commitment to good settlement outcomes
2. Proven ability to engage, influence and collaborate with a range of key stakeholders, including service providers, private corporations, and government
3. Demonstrated ability to lead and coordinate complex projects and work with minimal supervision
4. Excellent verbal communication skills, including the ability to regularly represent SCOA at key stakeholder meetings and forums
5. Highly developed research, analytical and writing skills
6. A 'can do' attitude with attention to detail and the ability to follow through

Desired

- 3-5 years relevant experience
- Bachelor's Degree in a relevant discipline

Aboriginal and Torres Strait Islander people, people of migrant and refugee backgrounds and people with disabilities are encouraged to apply.

How to apply

To apply, please submit a cover letter addressing the selection criteria and current resume to recruitment@scoa.org.au by **COB Friday 1 October 2021**.