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**Australian Catholic Religious
Against Trafficking in Humans**

Community Development Coordinator - member support

ACRATH is seeking a Community Development Coordinator with a main focus on supporting and resourcing ACRATH members and volunteers. This Community Development Coordinator - member support role was held until recently by an ACRATH staff member who has retired after five years in the role, so much of the work already fits within a solid framework.

The Community Development Coordinator - member support reports to the ACRATH National Executive Officer. Remuneration and conditions are according to the SCHADS Award; this position is classified as Level 6 Pay Point 3. A current Working With Children Check is required. A three month probation period is part of this contract including regular evaluation and planning meetings with the ACRATH NEO.

More about ACRATH can be found on our website acrath.org.au or on ACRATH social media sites accessible via our website.

Location

The Community Development Coordinator will be based in Melbourne at the ACRATH national office; the worker may occasionally need to travel interstate; some work from home is also possible.

EFT

The Community Development Coordinator position will be for EFT 0.7, or 52.5 hours per fortnight. Hours and workplace are to be negotiated with the ACRATH NEO.

Closing Date for applications

Wednesday 19 June 2024

Interviews are scheduled for Wednesday 26 June 2024.

Start Date

Start date for the Coordinator position is negotiable with the NEO.

Contact

To apply for this position, email your current CV and a response to the Role Description below. Please ensure in your response you address every item in the Role Description and that you keep your response to a maximum of two pages. Email your application to Christine Carolan, ACRATH National Executive Officer (NEO) **T** 0427 302 755 **E** eo@acrath.org.au





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The Role

The Community Development Coordinator's role is primarily to provide high quality support for ACRATH members and volunteers, by

1. assisting members across Australia to achieve the ACRATH strategic directions which are noted on page 4 of the ACRATH annual report 2023 and explained in detail on pages 9-17 of this document <https://acrath.org.au/wp-content/uploads/2024/03/ACRATH-Annual-Report-2023.pdf>
Achieving the strategic directions is also part of the work of all members of the staff team
2. coordinating the ACRATH Companionship program according to ACRATH's policies and procedures. The ACRATH website offers this Companionship case study <https://acrath.org.au/acrath-companionship/> and also a number of other articles to explain the Companionship program - <https://acrath.org.au/?s=Companionship>
3. supporting awareness raising initiatives and implementation by members and staff in schools, universities, hospitals, parishes and community groups
4. with the NEO, planning ACRATH advocacy, and resourcing ACRATH members as they undertake advocacy work
5. coordinating volunteers in the ACRATH National Office
6. facilitating the functioning of the National Office and working energetically and collegially with all members of the staff team
7. overseeing ACRATH compliance with the relevant Safeguarding guidelines of the National Catholic Safeguarding Standards (see ACSL), and ACRATH's policies and procedures to ensure the safety of children and vulnerable adults
8. other duties as negotiated. ACRATH reserves the right to add or amend your duties and responsibilities in accordance with changing circumstances and business needs within the boundaries of your skill and competence.

To be considered for this position, the Community Development Coordinator will have

1. a relevant tertiary qualification or significant experience in a similar role
2. experience working in a community setting, preferably at least three years
3. ability to work cross culturally, with preferably at least three years experience



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4. commitment to empowering volunteers to achieve, and preferably at least three years experience doing this
5. ability to communicate effectively in spoken and written reports and announcements so these can be used in submissions, newsletters, the website & social media, etc
6. Demonstrated ability to work both collaboratively and independently under limited supervision
7. A current Working With Children Check; ACRATH is committed to ensuring the safety, well-being and dignity of all children and adults at risk.

Looking forward to hearing from you,
Christine Carolan ACRATH NEO,
13 May 2024.