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Indigenous Project Coordinator - Mercy Works Ltd

About Us

Established in 2000, Mercy Works is a community development and relief organisation that is part of the vision and mission of the Sisters of Mercy of Australia and Papua New Guinea. Our **Vision** – Mercy – Walking Together. Changing Lives. Our **Mission** - We are a community development organisation in the tradition of Catherine McAuley. We work in partnership with local community organisations to support the most vulnerable both within Australia, and elsewhere in the Asia Pacific region, with a particular focus on women and children. Our programs strive to build capacity and self-reliance and to foster environmental sustainability. The **Values** which underpin the organisation are mutuality, integrity, compassion and justice.

About the Role

The Indigenous Project Coordinator is a newly created role which offers an exciting opportunity to make a significant difference in the lives of Indigenous people. You will lead and coordinate partnerships with Indigenous organisations across Australia, ensuring their sustainability and enhancing the quality of life for these communities.

Responsibilities include the following but please refer to Position description for the full list.

- Coordinating and supporting Indigenous partnership organizations.
- Identifying and developing potential partnership opportunities to enhance the quality of life, especially focusing on self-determination and governance.
- Monitoring and reporting on partnership outcomes and budgets.
- Fostering a safe working environment and ensuring compliance with relevant standards, policies, regulations and legislation Contributing to fundraising and marketing efforts.
- Actively contributing to a workplace culture that reflects the values and Mission of Mercy Works.

The employee is required to undertake any other duties, projects or tasks as directed by the Head of Programs, which are within his/her skills, competence and training.

Working Hours: This position is for 15 hours per week over two days, based in the Mercy Works Office in Parramatta, NSW.

Your Skills and Attributes

To be considered for this role, you should possess:

1. Qualification in community development or related discipline, or substantial contemporary experience.
2. Knowledge of and successful experience in partnership coordination and program design.
3. Understanding of good practice standards and compliance.
4. Demonstrated community development experience working with Aboriginal and/or Torres Strait Islander communities.

5. Experience working with Indigenous populations in a team environment.
6. A deep understanding of the impacts of Australia's history and challenges facing Aboriginal and Torres Strait Islander peoples in Australia today.
7. Excellent communication and negotiation skills.
8. Demonstrated commitment and alignment with Mercy mission and values.
9. Willingness and ability to travel domestically.

Other Essential Requirements

1. Contemporary knowledge and experience in using content management systems.
2. Current National Police Criminal History Check.
3. Current Working with Children Check.
4. Current Driver's Licence.
5. Demonstrated commitment to participation in self-determination.

Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.

Safeguarding Commitment

Mercy Works is committed to creating a culture of safety and respect for all, prioritising the well-being of all children and adults at risk with whom we have contact. As a staff member, you will be expected to take all reasonable steps to ensure the protection of these individuals and comply with our safeguarding policies and procedures, including reporting any suspicions and allegations of abuse.

Other Details

Mercy Works is a Public Benevolent Institution Employer (PBI), offering employees a remuneration package with tax benefits.

How to Apply

If you are a passionate individual committed to the Mercy ethos, please review the Position Description on our website <https://www.mercyworks.org.au/job-opportunities>. **Applications should include a cover letter demonstrating your understanding of Mercy Works and the Position Description. Please** email your cover letter and resume to mercyworks@mercyworks.org.au or contact Executive Director Sally Bradley RSM at 02 9564 1911 for further discussion. **Applications close on Sunday 28 July 2024. Interviews will be held on 1 August 2024**, and ideally, the successful applicant will be available to begin in August 2024.

Join us in making a positive impact on the lives of vulnerable communities and contribute to a more compassionate and just world. Apply now and become a valued member of the Mercy Works team!