



Position	Indigenous Project Coordinator
Reports to	Head of Programs
Location	Parramatta office
Status	15 hours per week – 2 days
Date written	April 2024
Direct reports	Partner projects

Organisational Context

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.

Primary Purpose

The Indigenous Project Coordinator is responsible for developing and coordinating partnerships with Indigenous organizations to help realize Mercy Works' vision. This role involves close collaboration with the Head of Programs to understand and address the needs of Mercy Works in its development and relief programs. The Indigenous Project Coordinator also works with colleagues and partners to achieve the Mercy Works' vision.

Accountabilities

- Providing coordination and support to Indigenous partnership organisations.
- Proactively identifying and developing potential program and partnership opportunities to establish collaborative projects that enhance the quality of life of Indigenous peoples, especially in terms of self-determination and governance.
- Monitoring, evaluating and reporting on a project's outcomes and budgets.
 - Contributing to increasing the general awareness of projects for marketing, communication, and fundraising purposes by providing relevant stories and photographs and making presentations to schools and other groups as required.
- Fostering a safe, productive and harmonious working environment by complying with relevant guidelines, policies, procedures and legislative requirements including Child Safeguarding policies and procedures.
- Actively contributing to a workplace and team culture that encourages and supports collaboration and the provision of caring and quality service.
- Contributing to the performance of Mercy Works by leading by example, demonstrating professional conduct, and aligning with Mercy mission and values.
- Ensuring a safe working environment by taking accountability for own actions and complying with WHS and Child Safeguarding policies and procedures.

- Undertaking any other duties, projects or tasks as directed by the Head of Programs or Executive Director, which are within their skills, competence and training.

Essential Criteria

1. Recognised tertiary qualification in community development or related discipline or substantial contemporary experience supported by ongoing professional development.
2. Knowledge and demonstrated experience in designing, implementing, monitoring and evaluating domestic programs with local staff and partner organisations.
3. Demonstrated contemporary knowledge of and proven experience in application of good practice standards and meeting compliance requirements.
4. Demonstrated community development experience working with Aboriginal and/or Torres Strait Islander communities. Including developing strategic long-term programs and partnerships.
5. Successful experiences in working with Indigenous people and with culturally and linguistically diverse populations in a cross-functional 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. High-level and culturally sensitive verbal and written 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.

The position description should be applied in conjunction with other corporate documentation guiding decision-making, actions, and conduct.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date