



National Project & Advocacy Officer: Points of Departure Project

Position Description

Context

Multicultural Centre for Women's Health is an immigrant and refugee women's organisation committed to improving the health and wellbeing of immigrant and refugee women across Australia.

Multicultural Centre for Women's Health provides national leadership and excellence in multilingual health education, advocacy, training and research with specific expertise in sexual, reproductive, occupational and mental health.

Points of Departure Project

The Points of Departure Project aims to build knowledge and capacity among NGOs and individuals around Australia to advocate on key issues of relevance, and specific, to immigrant and refugee women. An Advocacy Toolkit, consisting of a series of 'position and action' papers on national issues relevant to immigrant and refugee women, will be developed. The Toolkit will gather together current available research, map current trends and challenges, and make recommendations for effective advocacy around key action areas. Once developed the Kit will be made widely available on-line and will be widely promoted among key stakeholders.

Position objective

To ensure the successful and timely completion of the MCWH Points of Departure Project

Organisational relationships

Reports to:

MCWH Executive Director

Extent of Responsibility:

Day to day management of the MCWH Points of Departure Project

Key Responsibilities

Project management

- Ensure the smooth day to day coordination of the project;
- Monitor the project budget;
- Facilitate effective communication of the project progress among MCWH staff;
- Establish and resource a National Expert Advisory Committee;
- Develop and implement an evaluation and data collection plan;
- Develop and implement a national communications strategy;
- Ensure open and regular ongoing communication with key stakeholders at a national level;
- Seek opportunities to supplement project resources through alternative sources;
- Promote and publicise the project on a national level.

Specific project tasks

- Collect and review current available research on national issues impacting on immigrant and refugee women;
- Develop high-quality discussion and trend papers on national issues impacting on immigrant and refugee women;
- Bring together key stakeholders at a National Forum;
- Identify key trends and challenges for immigrant and refugee women on the basis of feedback from the national forum and national consultations;
- Develop effective advocacy strategies in relation to the main issues and key trends and challenges;
- Develop and launch the Advocacy Toolkit;
- Other duties as required.

Selection Criteria

Essential

- Relevant tertiary qualifications;
- High-level research and evaluation skills;
- Excellent understanding of the national advocacy environment;
- Experience conducting advocacy at government and community levels;
- Excellent project/program planning and evaluation skills;
- Excellent analytical and report writing skills;
- Excellent communication and interpersonal skills;
- Ability to work independently as well as co-operatively;
- Commitment to, and understanding of, immigrant and refugee women's issues from a feminist perspective.

Highly Desirable

- Fluency in a relevant community language

Salary & conditions

- Base salary range pro-rata \$58,000 – 61,000, plus 9% superannuation;
- Other benefits: Salary packaging - tax benefit of up to \$30,000 (grossed up);
- Meals and entertainment program;
- 5 weeks pro-rata annual leave;
- 3 days ex-gratia leave;
- 2 days pro-rata cultural leave.

Tenure

- 30 hours per week
- 12 month appointment

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