

Position description

Title	Inclusion Projects Officer
Reports to	Manager, Inclusion & Cultural Safety
Classification & Salary	SCHADS Level 6.1 \$98,967.51 per annum (pro rata) plus super and salary packaging
Employment Status	6 months, 3 days per week
Primary Location	Hybrid – working from home and from a Good Shepherd site (where possible – Narrm/Melbourne)
Date	March 2023

Good Shepherd Australia New Zealand (GSANZ)

Our strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.

We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, family and youth programs, playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.

Role Purpose

Working with the Manager Inclusion & Cultural Safety, the Inclusion Projects Officer will support Good Shepherd prepare for the Rainbow Tick accreditation and provide support with additional inclusion activities as required. The Inclusion Project Officer will collaborate with several key stakeholders and teams across the organisation, supporting the implementation and delivery of a range of activities, as set out in Good Shepherd's Rainbow Tick Improvement Plan.

Key Responsibilities

Using excellent project work skills, the Inclusion Project Officer will:

- Support the planning and delivery of a range of LGBTIQ+ inclusion activities, applying sound project management principles to deliver projects goals and outcomes.
- Support the coordination of activities across Good Shepherd nationally to recognise significant LGBTIQ+ days (i.e. International Day against Homophobia, Biphobia, Intersexism, and Transphobia (IDAHOBIT) and Wear It Purple Day).
- Support the roll-out of an organisation wide diversity and inclusion survey, including survey monitoring, data analysis and report writing.
- Perform administrative duties necessary to achieve key outcomes and responsibilities, such as record keeping, data collection, scheduling meetings, and minute taking.
- Support and work with client-facing program staff to review existing processes, with a view to enhancing LGBTIQ+ inclusive practice.
- Update relevant intranet pages to enhance colleagues' awareness of emerging trends and research, resources, news and events with respect to LGBTIQ+ inclusivity.
- Attend external Rainbow Tick/LGBTIQ+ inclusion networks, communities of practice etc. as necessary.

Responsibilities of Good Shepherd Employees

Strategy

- Deliver service aligned with team operational plan and Good Shepherd's strategic plan
- Contribute to development of team plan
- Demonstrate understanding of social justice and community capability building concepts

People

- Demonstrate commitment to own learning and development
- Contribute to development of a high-performance team through demonstration of capabilities outlined in Good Shepherd's leadership capability framework
- Participate actively in regular formal supervision
- Share knowledge and practice insights with colleagues
- Take responsibility for own wellbeing

Clients

- Deliver best practice service to clients in line with agreed goals/contribution
 - Seek feedback from client/stakeholders/peers in order to reflect and improve on service support for own
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- practice
 - Maintain a client-centred approach to service delivery at all times

Service Delivery and Operations

- Deliver all services in line with service standards and program procedures
- Maintain accurate data, information and reporting at all times
- Maintain agreed service level agreements
- Provide timely reporting in line with department requirements
- Other duties as reasonably required

Stakeholders

- Liaise effectively with referral network
- Work collaboratively with other service providers to deliver valued outcomes for clients
- Develop constructive, collaborative relationships with other Good Shepherd team members and departments

Compliance

- Demonstrate behaviour consistent with Good Shepherd mission, values, behaviours and policies at all times
- Maintain agreed quality standards
- Maintain OH&S standards at all times

Qualifications, Experience and Mandatory Requirements

- Demonstrated experience in project work in a social services setting, or similar context. Working with LGBTIQ+ communities is preferable but not essential.
- Advanced project management skills, with ability to prioritise and meet deadlines.
- High level interpersonal skills with the ability to negotiate and influence and ability to interact professionally with a range of Good Shepherd employees and external stakeholders.
- Highly developed written and oral communication skills
- Ability to work in partnership with a range of stakeholders, collaborate and problem solve.
- Ability to work successfully as part of a team.
- Sound judgement and capacity in addressing potentially sensitive and complex issues.
- A relevant degree-level qualification in the social sciences, community development or related discipline is desirable.
- A satisfactory Police Check
- A current Employee Working with Children's Check (WWCC)

Key Selection Criteria

1. Proven experience in planning and organisation, demonstrating excellent time management and project management skills.
2. Excellent communication and collaboration skills with the demonstrated ability to discuss and partner with internal stakeholders to influence change.
3. A sound understanding of intersectional theory and how this can be applied to equity, diversity and inclusion work/initiatives.
4. Relevant experience in project work, delivering/implementing equity, diversity and/or inclusion outcomes.
5. Experience working effectively online and away from their manager, whilst delivering on key duties and responsibilities.

Values & Behaviours

We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Value of each person | Reconciliation | Justice | Zeal | Audacity

Additional information

Employment is subject to:

- Relevant Qualifications/Registration Name
- A current national Police Record Check
- A current Employee Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia
- Evidence of Covid-19 vaccination, or medical exemption
- You may be required to obtain particular vaccines or immunisations in order to perform the Inherit requirements of this position. This Includes but Is not limited to the COVID-19 vaccine/Immunisation

The above requirements will need to be supplied and verified prior to commencement

Work Health and Safety (WH&S): All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

Equal opportunity: Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Child Safe Employer: Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

Cultural competency: Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

Salary packaging is available to all employees.