



## **Advertisement**

### **Mercy Works Ltd – Mercy Works Connect Coordinator WESTERN AUSTRALIA**

#### **About Us**

Established in 2000, Mercy Works is the development arm of the Sisters of Mercy in Australia and Papua New Guinea. We work in partnership with vulnerable communities and local organisations domestically and in the Asia Pacific region. We work with the people of these communities and organisations to build capacity, dignity and self-reliance.

Our **Vision** is 'Mercy – Walking together. Changing lives.' We partner with the most vulnerable toward opportunity, dignity and self-reliance. Our **Mission** - We are a community development organisation in the tradition of Catherine McAuley, with a particular focus on women and children. The **Values** which underpin the organisation are mutuality, integrity, compassion and justice.

#### **About the Role**

Mercy Works Connect is a program within Mercy Works which provides volunteers to mentor refugee students and adults as they settle in Australia. The Coordinator role involves recruiting and training new volunteers and connecting volunteers with existing and potential new primary and secondary schools, and adult classes in Western Australia.

The Mercy Works Connect Coordinator is responsible for coordinating the day-to-day activities of Mercy Works Connect in Western Australia to help realise Mercy Works' vision.

#### **Responsibilities include:**

- Coordinating the day-to-day activities of Mercy Works Connect Western Australia.
- Contributing to the identification and development of potential program offerings and opportunities to enhance the quality of existing programs.
- Monitoring and reporting on program outcomes.
- Applying policies, procedures and practices to uphold relevant standards and regulations.
- Contributing to the performance of Mercy Works: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and modelling Mercy mission and values.
- Ensuring a safe working environment by taking accountability for own actions and complying with the organisation's WHS policies and procedures.

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

The position is for 20 hours per week over three days – Monday to Wednesday.

#### **About You**

1. Diploma qualification in community development, education or a related discipline with contemporary experience in program delivery; or substantial contemporary experience in

program delivery, coupled with ongoing professional development to support knowledge currency.

2. Contemporary knowledge and demonstrated experience in delivering community development and education programs.
3. Demonstrated ability to build relationships and communicate with a diverse range of people from different cultures.
4. Demonstrated ability to communicate in various written and oral styles, including providing reading, writing and numeracy support to people for whom English is a second language.
5. Demonstrated ability to recruit, train and support volunteers in mentoring refugees.
6. A commitment and personal alignment with Mercy mission and values.
7. You must have the right to work in Australia to apply for this job.

### **Safeguarding Commitment**

Mercy Works is committed to creating a culture of safety and respect for all, including prioritising the safety and best interests of all children and adults at risk with whom we have contact. All staff are expected to take all reasonable steps to ensure the protection of children and adults at risk and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.

### **Other details**

Mercy Works is a Public Benevolent Institution Employer (PBI), and as such can offer employees a remuneration package with tax benefits including salary packaging. The successful applicant will be required to complete and hold a clear National Police Criminal History Check and Working with Children Check.

If you are a passionate individual, committed to Mercy ethos and looking for your next career opportunity, we would love to hear from you. A copy of the Position Description for the role can be found at <https://www.mercyworks.org.au/job-opportunities> This position is initially a maximum term contract for 12 months with potential of review and extension.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, legislation, policies, procedures and plans.

Please email your cover letter and resume to [mercyworks@mercyworks.org.au](mailto:mercyworks@mercyworks.org.au) or ring Sally Bradley, Executive Director to discuss further by phone on 02 9564 1911. **Applications which do not include a cover letter which shows you have researched the Mercy Works organisation and understand the Position Description will not be considered.**

**Applications close Friday 15 August 2025 – early applications welcome with initial phone conversation to follow.** Interviews will be held on Monday 25 August and ideally the successful applicant will be available to begin as soon as possible.