

Mercy Works
Sisters of Mercy
In Australia & Papua New Guinea



Position	Mercy Works Connect Co-ordinator Western Australia
Reports to	Refugee Projects Senior Coordinator
Date revised	2025

Organisational Context

Established in 2000, Mercy Works is the development and relief arm of the Sisters of Mercy in Australia and Papua New Guinea. We partner with challenged communities in Papua New Guinea, Timor-Leste and Australia to promote justice and self-reliance.

Primary Purpose

The Mercy Works Connect Co-ordinator is responsible for coordinating the day-to-day activities of Mercy Works Connect to help realise Mercy Works' vision.

Accountabilities

- Co-ordinate the day-to-day activities of Mercy Works Connect in Western Australia.
- Contribute to the identification and development of potential program activities and opportunities to enhance the quality of existing programs.
- Monitor and report on program outcomes.
- Apply policies, procedures and practices to uphold relevant standards and regulations.
- Contribute 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.
- Ensure 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 Senior Co-ordinator – Refugees and Asylum Seekers, which are within their skills, competence and training.

Essential Criteria

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.

Additional Criteria

1. A complete and clear National Police Criminal History Check
2. A current Working with Children Check.

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.

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

Name (please print)

Signature

Date