



Co-ordinator – Mercy Connect Ballarat/Bendigo

About us

Mercy Works (www.mercyworks.org.au) is the development organisation of the Sisters of Mercy in Australia and Papua New Guinea. Even though we are a small not for profit organisation we are able to engage in supporting many communities across Australia, Papua New Guinea and Timor Leste in their efforts to promote the educational, health care and the social well-being of the most poor and marginalised in society. Our people work across these countries being sensitive to cultural difference and responding appropriately.

Mercy Works is a member of the Australian Council for International Development (ACFID) and is a charity registered with the Australian Charities and Not For Profits Commission (ACNC).

About the role

Mercy Connect is a program within Mercy Works which recruits, trains and supports volunteers to mentor refugee students and their families as they settle in Australia. We are seeking a Co-ordinator of our Ballarat/Bendigo Mercy Connect Education project. The role involves connecting all volunteers with students from refugee and asylum seeker backgrounds in existing and potentially new primary and secondary schools across Ballarat/Bendigo. It also includes recruiting and training new volunteers. While providing assistance in the educational setting the primary focus is one of mentoring and providing ongoing support and training. The Co-ordinator is required to liaise with the schools in providing volunteers appropriate to the situation. A key focus will be expanding the project within the Bendigo region.

About you

Applicants will need:

- Tertiary qualification in school education (advantageous)
- Excellent oral and written communication skills
- Confident training and presentation skills

ADMINISTRATIVE EXPERIENCE

- Excellent organisational skills and attention to detail
- IT proficient including microsoft office suite and database management
- Works independently and as part of a team when required
- Negotiation and remediation skills
- Problem solving skills

- Leading school team meetings.
- Strategic Planning
- Project Planning

This position is part time, working 2 days a week based in Bendigo.

Mercy Works is a Public Benevolent Institution Employer, and as such can offer employees a remuneration package with tax benefits including salary packaging.

The successful applicant will be required to complete a National criminal record check and must have a valid 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. **All applications must include a CV and cover letter addressing the skills required within the Role Description to be emailed** to the Executive Director at mercyworks@mercyworks.org.au

Early Applications welcome. Final closing date 7 April 2020. The successful applicant would need to be available to **start in June**.
