



## Stand Up Position Description

Title	Our Journey Volunteer Coordinator
Number of positions	Approximately 1-2
Reports to	Refugee Partnerships Coordinator
Location	Melbourne
Start Date	February 2022
Hours and days required per week	2 hours monthly for group debriefing sessions 1-1.5 hours every other week for volunteer catch ups
Type	Volunteer

### OVERVIEW OF STAND UP:

#### PURPOSE

As Jews we have a responsibility to improve our world. Stand Up exists to channel the collective energy, expertise and compassion of the Australian Jewish community to grasp and fulfil this responsibility.

#### VISION

Australian Jews realising a just Australia where everyone has the opportunity to thrive – unconstrained by attitudes and systems that entrench disadvantage.

#### MISSION

Inspiring and mobilising the Australian Jewish community and working together with marginalised communities to tackle Australia's most pressing social challenges through action and education.

#### Program overview and purpose

The Our Journey program aims to:

- Create interpersonal relationships between the Melbourne South Sudanese and/or Sudanese and Jewish community members.
- Create formalised and community partnerships between the Melbourne South Sudanese and/or Sudanese and Jewish communities.
- Provide a learning opportunity for Jewish volunteers (about the refugee community and experiences, how to be an ally and support in overcoming disadvantages).
- Provide a platform for Jewish volunteers to meet other like-minded individuals within the Jewish Community.



- Provide support for South Sudanese participants through one on one support and partnerships. This way, partners can focus in on areas of development that are specific to their particular needs.

### **Volunteer key responsibilities**

The Volunteer Coordinator is responsible for:

- tracking how Our Journey Volunteers are managing with the program and with meeting their partner,
- managing volunteer-related activities and overall program engagement, including volunteer debriefing sessions and phone call catch ups with volunteers to be informed and assess whether volunteers are meeting the requirements of the program.

Specifically, this role is responsible for:

- Managing and executing bi-weekly (or as frequent as appropriate) phone calls with volunteers to track their progress;
- Logging information about volunteer progress in the relevant spreadsheet;
- Providing progress reports to the Refugee Partnerships Coordinator, including reporting any concerns raised by the volunteers directly;
- Managing and ensure volunteers maintain their volunteer record spreadsheets;
- Attending weekly conversations with the Refugee Partnership Coordinator to discuss program engagement and report any concerns;
- Facilitating monthly debriefing and education sessions for volunteers on relevant topics to do with their volunteering experience;
- Developing open and trusting relationships with the volunteers to assist in their overall volunteer experience and ensure they are well supported.
- Brainstorming and giving insight into the program as a feedback measure to the Refugee Partnership Coordinator and/or CEO/GM.

### **General responsibilities:**

In addition to the specific responsibilities outlined above, all volunteers at Stand Up are required to:

- communicate as required with the Program Coordinator.
- operate in a manner that is collaborative; sharing information and knowledge which contributes to program development.
- be a Stand Up role model; exemplify the values of empowerment, professionalism and organisational excellence.

### **Skills, knowledge and experience**

- Strong verbal and written communication skills
- Organised and able to meet deadlines
- Ability to lead, manage and motivate others
- Ability to use own initiative
- Working knowledge of online communications tools such as 'Google Docs'
- Experience working as part of a team and in a semi-independent manner



- Ability to manage key relationships, troubleshoot issues and forge consensus
- Knowledge and experience of the Australian Jewish Community.
- An understanding of historical and current issues faced by South Sudanese and other Refugee communities
- A broad understanding of the wider impacts of STAND UP's work including issues such as international politics, development philosophy, cross cultural understanding, and the social, cultural and economic aspects of the communities in which STAND UP works.
- Understanding of and commitment to Stand Up's development philosophy, principles and objectives.

#### **Qualifications:**

- Previous experience in working with CALD communities is advantageous
- Previous experience in volunteer management and communication is advantageous

#### **Personal Attributes:**

- Personable
- Patience and tolerance for other perspectives
- Compassionate
- Curious
- Problem solver
- An appreciation for the historical and contemporary Jewish thought on *chesed*, *tzedakah* and *tikkun olam*.

**To apply, email Shai Pik at [shai@standup.org.au](mailto:shai@standup.org.au) to set up an interview**