



Capacity Building Officer (SETS Program)

- ✓ **Attractive not-for-profit salary packaging options**
 - ✓ **Above Award wages**
 - ✓ **Additional paid wellbeing leave**
- ✓ **Flexible and hybrid working conditions**

Metro Assist (formerly Metro Migrant Resource Centre) is seeking a motivated and experienced Capacity Building Officer to join our Settlement & Engagement and Transition Support (SETS) program which is committed to making a positive impact in people's lives. This position is full time, 35 hours per week, and based across our Campsie and Bankstown offices.

About us

Metro Assist's vision is to achieve a fair society that respects diversity and enables all people to reach their full potential. We work with individuals, families and communities of diverse backgrounds including migrants and refugees and support their efforts to become resilient and empowered through our range of services.

We provide refugee settlement support, employment services, family services, emergency relief, tenancy advice, financial counselling and undertake community development projects and initiatives. More information about Metro Assist is available on our website www.metroassist.org.au

About the role

The Settlement Engagement and Transition Support (SETS) program aims to assist newly arrived migrants and refugees, empowering individuals to feel safe and secure, healthy & well, participate fully in society, connect to culture & community and have equal rights and opportunities.

This position adopts an early intervention approach to equip new and emerging communities as well as ethno-specific organisations to address their identified settlement needs and improve social participation, economic wellbeing, independence, personal wellbeing and community connectedness.

The Capacity Building Officer will focus on coordinating events and group engagement sessions in partnership with SETS team members. The support may include the development of leadership and governance skills within communities, linkages to the broader community, facilitating the interaction with government and local stakeholders, as well as access to resources and facilities.

A detailed position description is available on our website: www.metroassist.org.au/workwithus

The salary is based on the SCHCADS Award with Above Award rates of pay, generous salary packaging options are available to increase your take-home pay, additional paid leave days are provided to all staff, and flexible working options are available. The successful applicant will also benefit from ongoing support & supervision and have access to our confidential Employee Assistance Program offering a range of wellbeing supports.

Essential Selection Criteria

- Tertiary qualifications in community service or social science
- Proven understanding of challenges newly arrived migrants and refugees may face in their settlement journey in Australia
- Proven experience in collaborating with a range of stakeholders to develop and implement programs and initiatives to help clients and communities to develop skills and capacity
- Demonstrated project management skills
- Understanding of the principles of 'person-centred' service delivery and the principles underlying the Settlement Engagement and Transition Support (SETS) Program
- Excellent communication and interpersonal skills
- High level of administrative, organisational skills and attention to details
- Strong computer literacy skills
- Current driver's license and access to a vehicle with comprehensive insurance

Desirable Selection Criteria

- Be competent in both speaking/writing in a community language

HOW TO APPLY

There is no closing date for this position, applications will be reviewed as they are received and must be submitted to: recruitment@metroassist.org.au Your application must address each of the selection criteria and include:

- A cover letter
- Statement against selection criteria
- A current resume including your full name, postal address and contact number
- Two of the most recent work-related referees stating names, positions and contact details

For enquiries regarding this position, please contact our HR Manager Michelle Aldred on (02) 9789 3744 or email: recruitment@metroassist.org.au.

Please note that only shortlisted applicants will be contacted.

Metro Assist is an Equal Opportunity Employer and supports an inclusive approach in the workplace. We celebrate our diversity and welcome applications from all cultures, ages, religions, genders, LGBTQIA+ people, Aboriginal and Torres Strait Islander peoples, and people with disabilities.

All offers of employment are subject to a satisfactory National Police Check and provision of a current Working with Children Check.

The successful applicant will be required to provide evidence of appropriate legal rights to work in Australia.
