



| Position Description | |
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| Job Title: | Network Engagement Coordinator for the Pacific Australian Emerging Leaders Network (PAELN) |
| Employment Type: | Permanent Part-Time |
| Employment Start Date: | August 2024 |
| Purpose: | To encourage connection, learning, development and growth within the Network. |
| Reports to: | PAEL Coordinator, National Director |
| Key Relationships: | Internal: PAELN Coordinator, National Director, other Micah Australia staff members External: network members across 16 Pacific Islands (and Australia), key stakeholder groups including First Nations, Pacific Diaspora, Partner organisations, Federal MP staff and DFAT. |
| Days per Week: | 2 day (14 hours) per week (with the possibility of this increasing) |
| Remuneration: | Pro-rata based on \$80,000 FTE depending on skills and experience. All employment packages include exempt fringe benefits of up to \$15,900.00 per annum if appropriate documentation is provided. |
| Location: | Work either from home or at the Newcastle office. Some travel is required. |

About Micah Australia & the Pacific Australian Emerging Leaders Network

Micah empowers Australian Christians to advocate on the most urgent global justice issues facing our world today – extreme poverty, rising conflict and climate change. Through our key initiatives and campaigns, we support Christians and church leaders to engage our federal politicians warmly and relationally, leading to significant outcomes on key issues of global justice. Your role would be solely focused on our Pacific-Australian Emerging Leaders Network

The Pacific-Australian Emerging Leaders Network (PAELN) focuses on emerging leaders (22-35 years old) from Pacific Island nations, First Nations Australians, members of Pacific diaspora communities, and other members of the extended Australian family. This initiative, supported by the Pacific Conference of Churches and Micah Australia, with backing from the Department of Foreign Affairs and Trade (DFAT), aims to foster relationships, build mutual respect, and influence key decision-makers in Australia and the region.

Our Network goals are:

1. **Strengthening Ties:** Build strong relationships between the emerging leaders of our region.
2. **Skills, Knowledge & Leadership Development:** Provide opportunities for emerging leaders from the Pacific to enhance their skills, knowledge, and leadership capacity.
3. **Informing Regional Decision-Making:** Engage political and policy decision-makers with the views and voices of emerging leaders in the region.

The network engagement you organize will always need to align with these three pillars.

Overview of the Role

We are seeking a dynamic individual to coordinate engagement within the PAELN. You will create opportunities to strengthen relationships within the network, develop members' skills, knowledge, and leadership capabilities, and facilitate key political engagements. You will collaborate with other Micah team members to lead communications to the network, draft supporting policy documents and organise meetings with regional decision-makers. A key part of your role will be preparing delegates to share their experiences of critical development challenges with Australian Federal politicians, High Commissioners, and other DFAT staff.

The PAELN Network Engagement Coordinator will be supervised by and work closely with the PAELN Network Coordinator. This is an excellent opportunity to gain experience and skills in network engagement, government relations, and policy within the aid and development sector.

Responsibilities

Network Engagement:

- Develop and post engaging social media content (2-3 posts per week).
- Write a monthly newsletter to update and recap network activities.
- Maintain active engagement with the initiatives and work of network members.
- Create valuable educational resources for the network.
- Foster meaningful dialogue within the network.
- Promote and create opportunities for in-person engagement.
- Organize and facilitate educational and relational online gatherings for network members.
- Exercise creative freedom to explore innovative methods for maintaining member engagement.
- Assist the core team in organizing and facilitating our annual, week-long summit.

Political Engagement:

- Consult with key stakeholders to gather insights and feedback.
- Draft an annual policy report based on consultations.
- Prepare Senate submissions for relevant inquiries.
- Schedule meetings with Members of Parliament (MPs) for our annual summit, following our established process.
- Create detailed profiles on MPs to prepare delegates for meetings.
- Develop resources to explain Australia's political system and support political engagement.
- Draft agendas for meetings with MPs.
- Keep track of political engagement activities with detailed meeting notes.
- Coordinate engagement with the Department of Foreign Affairs and Trade (DFAT) posts throughout the Pacific.
- Maintain relationships with MP staff, providing ongoing opportunities for MPs to engage with the Network.

Essential Skills & Experience

- Strong intercultural skills with a deep respect and understanding of diverse cultures.
- Understanding of Australia’s history and its ongoing impacts on First Nations communities.
- Excellent ability to communicate with and relate to young people.
- Proficiency in creating and posting engaging social media content.
- Willingness to learn from and elevate the work of individuals with diverse lived experiences across the Pacific.
- Strong written communication abilities.
- Solid understanding of Australia’s political system.
- Ability to collaborate effectively with various stakeholders.

Desirable Skills & Experience

- In-depth knowledge of the Pacific, ideally through lived experience.
- Previous experience in network engagement.
- Experience in advocacy.
- Experience in managing social media accounts.

Application Process

Please submit your CV and a cover letter addressing your suitability for this role to info@micahaustralia.org **before 2 August 2024.**

Please include in the subject line of the email ‘Pacific Australian Emerging Leaders Network Engagement Coordinator’.

Applications will be assessed as they are received so candidates are encouraged to apply early.

Safeguarding

Micah Australia has a zero tolerance towards any harm and abuse of all people participating in its activities. Safeguarding is everyone’s responsibility and all representatives are required to adhere to the Micah Australia Code of Conduct, that outlines expected behaviours, at all times (both during work hours and outside work hours). Familiarisation with, and adherence to, the Code of Conduct is an essential requirement of all representatives, in addition to related mandatory training. All applicants must be willing to comply with the safeguarding commitments and requirements of Micah Australia. Employment and volunteering positions are conditional upon the outcome of appropriate checks. All employees and volunteers are required to gain a NSW Working with Children Check and provide a National Police Check.