



Refugee Council
of Australia

DEPUTY CHIEF EXECUTIVE OFFICER

Seeking a skilled professional with a deep understanding of issues for refugee communities

Full-time role, Sydney or Melbourne

The Refugee Council of Australia (RCOA) is seeking a senior professional, with 10 or more years of relevant experience, for a new role of Deputy Chief Executive Officer. The Deputy CEO will work closely with the CEO in supporting the RCOA staff team's work in policy research, advocacy, community engagement and public communication on refugee issues. The ideal candidate will have a deep understanding of the issues facing Australia's refugee communities. People with lived experience of forced displacement are particularly encouraged to apply.

Formed in 1981, RCOA is Australia's community peak body on refugee issues, working with member organisations and individual supporters around Australia to promote the development of humane, lawful and constructive policies for refugees and people seeking asylum. Over the past 13 years, we have been working more intentionally to support efforts by people with lived experience of forced displacement to have a stronger voice in critically important policy forums. In partnership with others, we have successfully lobbied governments and UNHCR to include refugee representatives at many national and international meetings and have supported refugee leaders to develop independent refugee-led advocacy bodies at state, national, Asia-Pacific and global levels. We have repeatedly seen how policy analysis becomes more challenging, incisive and focused on solutions when people with lived experience have a central role.

Our goal is to build a network which is a more equal partnership between people who have been refugees and allies of other backgrounds who are committed to working together for fairer refugee policies. To this end, we have been building a more diverse RCOA team which is even more closely connected to refugee communities. We are seeking a Deputy CEO who shares our vision and can contribute to the next stage of our organisation's development.

The candidate we are seeking

RCOA's new Deputy CEO will be a highly skilled professional who has close connections to Australia's refugee communities and is ready to take on a senior role in Australia's national discussion about refugee policy. The successful candidate will have at least 10 years' experience in a relevant field, including policy development, social services, advocacy, communications or management, and the ability to work flexibly in a small multi-disciplinary team. Selection criteria are outlined in the attached position description.

The position is full-time (but could be worked four days per week) and can be based in either Sydney or Melbourne. The base annual full-time salary is \$110,000 and the overall value of the package is increased by 9.5% superannuation and access to salary packaging options extended to staff of public benevolent institutions.

Please send applications to Rebecca Langton manager@refugeecouncil.org.au. Applications close at 10pm on Monday 30 November 2020.

Suite 4A6, 410 Elizabeth Street
Surry Hills NSW 2010 Australia
Phone: +61 (02) 9211-9333 • admin@refugeecouncil.org.au
Web: www.refugeecouncil.org.au • Twitter: @OzRefugeeCouncil
Incorporated in ACT • ABN 87 956 673 083

The Refugee Council of Australia
is the national umbrella body
for refugees, people seeking asylum
and the organisations and individuals
who support them • Founded 1981

DEPUTY CHIEF EXECUTIVE OFFICER

POSITION DESCRIPTION

Principal responsibilities

Reporting to the CEO, the Deputy CEO works as part of RCOA's management team:

- overseeing the organisation's personnel, administration, strategic planning, evaluation and reporting processes;
- working with members of RCOA's Community Engagement Team in supporting refugee-led advocacy and public education strategies;
- sharing responsibility with the CEO in public representation of the organisation in its advocacy, and communications; and
- serving as acting CEO in the CEO's absence.

Strategic planning and administration

The Deputy CEO will provide leadership within RCOA in improving the organisation's effectiveness by:

- Working with the CEO, the Board and the staff team to coordinate RCOA's strategic planning process and oversee the development and monitoring of work plans for RCOA's staff teams.
- Researching and implementing improved monitoring and evaluation processes for RCOA's work.
- Overseeing RCOA's relationship with funding bodies, including the preparation of funding applications and meeting reporting requirements.
- Overseeing annual staff appraisals and staff development strategies.
- Reviewing internal policies and risk management processes.
- Working with the CEO to coordinate preparation of reports for the Board.
- Acting as CEO when the CEO is on leave.

Public representation

The Deputy CEO will share responsibility with the CEO for public representation of RCOA, working with colleagues in the Policy, Communications and Community Engagement teams, by:

- Participating in RCOA's engagement with refugee communities through consultation, supporting refugee-led advocacy and promoting the voices of refugees in public discourse.
- Engaging in high-level advocacy on refugee policy issues with governments, national networks and international organisations.
- Acting as a public spokesperson for RCOA in media interviews and public events.
- Liaising with members, donors and supporters to share information about RCOA's work and enhance support for RCOA's strategic goals.

SELECTION CRITERIA

Essential

To be successful in this role, you must meet the following selection criteria:

1. A deep understanding of refugee issues in Australia and close connections with refugee communities.
2. At least 10 years' experience in one or more relevant fields, including policy development, social services, advocacy, communications or management, and relevant tertiary qualifications.
3. Experience in leading and managing teams of people and in overseeing the development and monitoring of organisational strategic goals.
4. Highly developed interpersonal skills, with demonstrated ability to communicate, negotiate and liaise at senior levels.
5. Demonstrated understanding of Australia's refugee sector and issues affecting refugees and people seeking asylum.

Desirable

Please outline relevant experience you may have in any of the following:

6. Leadership in, and/or support of, refugee-led organisations.
7. Advocacy on policy issues with government bodies, Parliamentarians and international organisations.

8. Engagement with the media.
9. Experience in public fundraising strategies, building relationships with philanthropic bodies, and securing project funding.

THE APPLICATION PROCESS – ESSENTIAL INFORMATION

For your application to be considered, you are required to:

1. Directly address each of the above essential selection criteria, while also responding to any of the desirable selection criteria which are relevant.
2. Include a current resume with your application.

Please send applications to Rebecca Langton manager@refugeecouncil.org.au. Applications close at 10pm on Monday 30 November 2020.

VISION, PURPOSE AND AIMS OF REFUGEE COUNCIL OF AUSTRALIA

Vision

For the voices of refugees to be heard, the rights of refugees to be respected, the humanity of refugees valued and the contribution of refugees celebrated.

Purpose

To work with its members in promoting the development of humane, lawful and constructive policies towards refugees and people seeking asylum by Australian and other governments and their communities.

Aims

In order to achieve this purpose, the Council pursues the following aims:

- (a) To act as a unifying organisation and to represent its members.
- (b) To promote the empowerment of refugee communities and individuals in Australia and internationally and support the capacity building of the refugee sector in and beyond Australia.
- (c) To monitor, research and present information on issues relating to the needs and circumstances of refugees and people seeking asylum.
- (d) To assist governments and inter-governmental organisations to formulate policy and improve support and services for refugees and people seeking asylum.
- (e) To increase public awareness and media sensitivity towards refugees and people seeking asylum.

(RCOA Strategic Plan 2016–2021)