

## **Job Description and Selection Criteria**

### **Democracy Workshops in the Queensland Muslim Community**

#### **PROJECT COORDINATOR**

**Part Time Contract for the Duration of the Project (approximately 4.5 months)**

AMARAH, Crescents of Brisbane and Islamic Council of Queensland (ICQ) have received funding from Multicultural Affairs Queensland (MAQ) to organise and run *Democracy Workshops* in the Queensland Muslim community. We are seeking to employ a Project Coordinator to assist in the organisation and implementation of this grant. We invite applications from suitably qualified persons.

#### **Project Description**

The objectives of this project are:

- To provide up to 12 workshops in areas with sizable Muslim populations in the 2010 – 2011 financial year;
- To facilitate better understanding of the three levels of government; federal, state and local government;
- To explain the process for accessing publicly elected political representatives including for issues of assistance, grievance and concern;
- To encourage better involvement in the democratic process;
- To highlight the rights and responsibilities within the Australian democratic system; and
- To build a culture of civic engagement within the Muslim community.

The eventual outcomes of this project include:

- A greater understanding of and interest in the political process within the Muslim community.
- Greater participation in the democratic process
- Greater appreciation of their rights and obligations within the democratic process.

#### **Client group/s**

This will be a joint project between AMARAH, Crescents of Brisbane and Islamic Council of Queensland (ICQ).

The planning and organisation of the workshops will be done in cooperation with various stakeholders including the Electoral Commission of Queensland, Multicultural Affairs Queensland and various academic institutions.

The project targets members of the concentrated Muslim community within Queensland, including the recent migrants, refugees and new citizens.

## **Planned activities and milestones**

- It is anticipated that there will be up to 12 workshops conducted in the concentrated Muslim communities in Queensland.
- A project coordinator will be appointed to facilitate the project.
- Success of the project will be measured through a number of means including interviews and satisfaction surveys.

## **Time line**

The project will commence in March 2011 and complete in July 2011.

## **Location**

It is anticipated that the activities will take place in the greater Brisbane area, Ipswich, Logan, Gold Coast, Sunshine Coast, Toowoomba, Cairns, Mareeba, Rockhampton and Mackay

## **Project Officer's Responsibilities**

Initiate, coordinate, organise and follow-up on all aspects related to the Democracy Workshops project activities. These include: liaising with the stakeholders, organising and coordinating the workshops, ensuring that milestones are reached and deadlines met.

## **Accountabilities**

The project coordinator is accountable to the Steering Committee, which includes members from AMARAH, Crescents of Brisbane, and ICQ.

## **Selection Criteria**

The Democracy Workshops project coordinator is someone who:

- Can demonstrate experience in project management
- Has high level of organizational and coordination skills
- Has advanced verbal and written communication skills
- Understands community networks and is able to utilise them effectively
- Is reliable, able to meet deadlines, work independently and participate as a team
- Has excellent computer skills

## **Position requirement:**

- Possession of Current Driver's License
- Able to work weekends and evenings, as required
- Able to fly to regional centres in Queensland, as required
- High commitment to work ethics

**Salary**

The contract salary is \$5000, based on successful completion of the project.

**How to Apply:**

Please send your CV and a written application outlining your experience and capacity to fulfil this position by the closing date of Monday 21 February 2011 to:

**Democracy Workshops- Project Coordinator Position**

**PO Box 4603**

**Eight Mile Plains, QLD 4113**

Or email your CV along with your written application to: [info@amarah.org](mailto:info@amarah.org)

If you require any further information or if you have questions please do not hesitate to email us at: [info@amarah.org](mailto:info@amarah.org)