

ROAD TO REFUGE



WE ARE LOOKING FOR A **PROJECT COORDINATOR - DINNER WITH LAYLA**

POSITION DETAILS	
Position Title:	Project Coordinator - Dinner With Layla
Employment Status:	Volunteer
Commitment:	Available for 2-3hr/week (project work hours fluctuate)
Team:	Community Engagement
Reports To:	Community Engagement Team Leader

WHO WE ARE

Road to Refuge is a volunteer-based organisation that seeks to engage the community in values-based conversations around the issues affecting refugees and people seeking asylum in Australia. Road to Refuge is focused on providing a platform for stories of lived experience. These stories are relayed through school and community education programs, public discussions, the creative arts, campaigns and our social media channels.

Our Mission is *to start new discussions with new audiences about people seeking asylum, based on lived experience.*

Our Vision is *a community-owned discourse, built on openness and empathy, which supports and values people seeking asylum.*

HOW WE WORK

Road To Refuge is a collaborative and dynamic organisation. Our model of social change is centred around the diverse voices of those with lived experience seeking asylum or as a refugee. We are all listeners, collaborators and co-creators. As the social and political environment surrounding the refugee debate in Australia changes, so do we. New ideas and creative solutions are everyone's prerogative.

WHERE THE COMMUNITY ENGAGEMENT TEAM FITS IN

The key objective of the Road To Refuge Community Engagement Team is to engage persuadable audiences in discussions relating to refugees and people seeking safety in Australia, based on values and stories of lived experience. We hope to give people a meaningful encounter with our cause, building empathy and shifting the focus away from harmful messaging perpetuated in politics and the media.

We make it our aim to create inclusive and innovative platforms for interaction between the community (especially new audiences), people with lived experience and representatives of the refugee sector who share our values. The Community Engagement Team is creative and

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innovative in the way they create these platforms - anything from intimate conversations over a coffee or meal, to large-scale forums and entertainment.

In 2017 this team will manage our Community Engagement Coffee Cart, Dinner with Layla, the Refugee Week Coffee Cup Project, our series of Wheeler Centre panel discussions and other events as they are developed.

PROJECT OVERVIEW - *DINNER WITH LAYLA*

The Dinner With Layla series is designed for Road to Refuge supporters who would like to develop techniques to advocate for asylum seekers and refugees in day to day conversations, through values-based discussion and stories of lived experience.

Dinner With Layla takes a dinner party format. Road to Refuge supporters are invited to 'host' a dinner and invite their friends and family along. Road to Refuge volunteers join dinner and facilitate conversations around the dinner table.

Dinner with Layla follows the journey of Road To Refuge's website character, Layla, who comes from Iran to Australia in 2013. Road to Refuge volunteers and dinner guests will discuss the language applied to the experience of seeking asylum in common public discourse, while outlining guiding principles for better conversations that align with Road to Refuge's way of doing advocacy.

POSITION DESCRIPTION

The Dinner With Layla Project Coordinator will be responsible for ensuring the success of Road To Refuge's newest project, Diner With Layla. Working with the Community Engagement & Education teams, the Project Coordinator will oversee the development and delivery of these facilitated dinner workshops.

The Project Coordinator will oversee the strategic messaging and design of the workshop sessions. This means that they will organise and facilitate meetings, and group working sessions. They will develop project plans and resources required for workshops. They will ensure that facilitators are provided with adequate training. They will also work alongside fellow Team Leaders and Coordinators to recruit and utilise skills from across the organisation to support the initiative.

The Dinner With Layla Project Coordinator is a communicator and collaborator. They are responsible for bringing a team of volunteers together with hosts and participants in the project. The Project Coordinator will actively seek out opportunities to host dinners by building relationships with those who engage with Road to Refuge. They will create communication channels between volunteer facilitators and Dinner With Layla hosts.

The Project Coordinator is responsible for ensuring that volunteer facilitators are equipped with the information, tools and knowledge required to run Dinner With Layla workshops. Volunteers should feel confident and supported in their roles. Similarly, the Project Coordinator is responsible for ensuring that hosts understand what the Dinner With Layla

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experience is all about, what their responsibilities are, and what they can expect to gain from participating.

As the Dinner With Layla project fits into the overall strategic messaging of the organisation, the Project Coordinator will contribute to, and participate in, the organisation's discussions around strategy, advocacy and culture. As the characteristics of the organisation change, so too may the project. It is the Project Coordinator's responsibility to ensure that Dinner With Layla aligns with the organisational mission.

As an organisation, we aspire to empower people with lived experience and we acknowledge our positions of relative privilege. Team Coordinators build this into the culture of their team. Team Coordinators also embody the organisation's values of empathy, solidarity, creativity and tenacity. They lead with these values.

POSITION RESPONSIBILITIES

- Coordinate and facilitate meetings with the team and individual team members as required
- Actively participate in meetings with other Team Leaders, Director and Committee as required
- Lead project planning and development processes - oversee the delivery of the project. Review and/or redesign as required.
- Oversee the development of project resources (such as information packs, presentation material, supporting media)
- Work with the Communications Team to market Dinner With Layla and recruit hosts
- Develop and maintain relationships with potential and participating hosts, project partners and volunteers
- Engage with the cause and current affairs to ensure that the Dinner With Layla project is timely and relevant
- Oversee the work of the volunteers within the Dinner With Layla – provide support, advice, and work alongside these volunteers as required.

POSITION REQUIREMENTS

- Excellent communication skills
- Good time management and organisational skills
- Experience managing a team
- Experience in a volunteer-based team or organisation
- Ability to demonstrate an interest in the Road to Refuge cause and mission, and an understanding of our advocacy
- Ability to meet time, training and meeting commitments for a minimum of 12 months
- An understanding of the Words That Work research (ASRC) is desirable