

## EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

### Refugee & Indigenous

#### EXAMPLE 1

##### CAREER PROFILE / OBJECTIVE

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With tertiary qualifications in education, management and arts, my career in the not-for profit sector, spanning overseas aid and development and Australian – based refugee and indigenous work, has encompassed advocacy, policy development, community education and campaigning, program and people management.

Strong administration components, in co-ordination, information provision and storage and attention to detail, have been integral to these areas. I am a team-player keen to effectively serve stakeholders, while strengthening the strategy, creativity and effectiveness of the organisation for which I work.

I am seeking a position in administration support to a specific project or broader organisational needs that ideally may lead to a wider project role, working with a team in making a positive contribution in developing or improving the skills or well-being of people and/or strengthening an organisation.

##### SKILLS & ATTRIBUTES

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###### Coordination

- Coordination and chairing of teleconferences and meetings of aid sector and government representatives to assist policy development and highlight funding opportunities
- Agenda and minutes preparation
- Researching and distributing information and ideas to assist program development and wider strategizing
- Handling multiple tasks to meet deadlines

###### Communication & Interpersonal

- Strong communication – written, oral, public speaking and presentations, including to political representatives
- Writing of submissions, letters and presentations to, and discussions with, public servants and members of parliament on areas of advocacy
- Attention to, and meeting of, internal and external stakeholders' varied interests and requests, to meet project goals and build individual and organisational capacity
- Field worker, involving networking, persuasion, stakeholder support, problem-solving, reporting
- Knowledge of, and support for, indigenous and other minority groups, involving consultation, careful listening and cross-cultural awareness
- Sensitivity and support to help stakeholders provide adequate information and complete reports in a timely manner
- Self-motivated team player who helps devise and achieve organisational goals and assists fellow staff benefit from potential opportunities for their work tasks or career development

###### Analysis & Research

- Research and analytical capability, with attention to detail, aiming to identify key needs and issues so as to investigate and promote possible creative collaborations and solutions
- Attention to detail, focusing intensely on key issues, whether a report, a financial acquittal, tables of data, a theme, policy review or other document

# Refugee & Indigenous

## EXAMPLE 2

### PROFILE

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I am a Masters-qualified professional in International Development, with expertise in the management of high-quality programs to empower people facing forced migration and marginalisation. Over more than five years in the education and non-profit sectors, I have gained a diversity of experiences, both in Australia and internationally, in program development, implementation, monitoring and evaluation. This has included leading a variety of programs in Australia, to provide education and settlement support for young people from refugee and migrant backgrounds.

In an international context, I have undertaken research and fieldwork experience in the complex environments of Myanmar and Lebanon, developing the capacity of local organisations to deliver peace and emergency education programs for displaced communities.

### CAREER OBJECTIVE

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I am seeking a fulfilling role within the international development and education sectors with a not-for-profit organisation that will utilise my excellent leadership, capacity building and project management capabilities, together with my strong communication and interpersonal attributes. I am particularly interested in roles that will provide me with the opportunity to undertake fieldwork in humanitarian contexts in the Middle East, supporting the development of high-quality education programs for refugee communities.

### SKILLS & ATTRIBUTES

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#### Leadership & Management

- Experience in managing community education programs and meeting the needs of culturally diverse communities, using a model of sustainable development
- Demonstrated ability to develop and maintain effective relationships with key stakeholders, including government agencies, community organisations and education institutions
- Strong mentoring and management skills in building the capacities of staff and volunteers
- Excellent coordination of staff and volunteer teams, with extensive experience developing positive culture and moral

#### Technical

- Demonstrated expertise in program monitoring and evaluation to ensure continuous improvement
- Design and facilitation of innovative, interactive educational workshops for young participants
- High level written communication skills on a range of documents, including funding proposals, acquittal reports and research reports
- Sound financial management skills, including experience with budget proposals, monitoring and reporting

#### Communication & Interpersonal

- In-depth understanding of refugee experience of trauma, migration and settlement
- Outstanding ability to develop rapport and collaborate with people in cross-cultural environments
- Beginner to intermediate level Arabic language skills – written and oral (Levantine dialect)
- Empathetic, value-driven and enthusiastic approach to work, with a genuine commitment to empowering participants to improve their lives

# Refugee & Indigenous

## EXAMPLE 3

### SKILLS & ATTRIBUTES

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- 15 years' experience in working across cultures, particularly with indigenous Australians in both rural and remote areas
- Extensive background in developing and implementing community change to meet community development needs, especially in the areas of local governance and service provision requirements
- Articulate verbal and written communicator, including reports to Ministers, senior management and drafting of publications
- Proven success in conducting consultation processes to encourage community participation
- Significant involvement in strategic planning, policy development and implementation
- Accustomed to working in multidisciplinary teams of professionals to resolve strategic planning issues and prepare information presentations
- Recognised for possessing specialised knowledge of Local Government and community development processes in remote communities
- Adaptable to different cultures and work environments with ability to establish rapport quickly and achieve successful outcomes
- Experience in providing formal presentations as a guest speaker at national and international forums
- Highly responsible, independent and analytical