

Position Description	
<b>Job Title:</b>	Network Engagement Coordinator for the Pacific Australian Emerging Leaders Network (PAELN)
<b>Employment Type:</b>	Permanent Full- Time (11 month contract)
<b>Employment Start Date:</b>	May 2025
<b>Purpose:</b>	The <b>PAELN Engagement Coordinator</b> will strengthen network member engagement, advocacy, and political outreach by developing engagement plans, coordinating stakeholder relationships, and equipping members and alumni for sustained leadership and impact.
<b>Reports to:</b>	PAELN Program Manager
<b>Key Relationships:</b>	Internal: PAELN Program Manager, PAELN Digital Coordinator, National Director, other Micah Australia staff members External: Pacific Conference of Churches, Regional Ecumenical Youth Council, PAEL Organising Team, network members across 16 Pacific Islands (and Australia), key stakeholder groups including First Nations, Pacific Diaspora, Partner organisations, Federal MP staff and DFAT.
<b>Days per Week:</b>	4 day (30hours) per week
<b>Remuneration:</b>	Pro-rata based on salary provided on request, 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.
<b>Location:</b>	Work either from home or at the Newcastle office. Some travel is required.
About Micah Australia & the Pacific Australian Emerging Leaders Network	
<p>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</p> <p>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.</p> <p>Our Network goals are:</p> <ol style="list-style-type: none"> <li>1. Strengthening Ties: Build strong relationships between the emerging leaders of our region.</li> <li>2. Skills, Knowledge &amp; Leadership Development: Provide opportunities for emerging leaders from</li> </ol>	

<p>the Pacific to enhance their skills, knowledge, and leadership capacity.</p> <p>3. Informing Regional Decision-Making: Engage political and policy decision-makers with the views and voices of emerging leaders in the region.</p> <p>The network engagement you organize will always need to align with these three pillars.</p>
<p>Overview of the Role</p> <p>We are seeking a dynamic and strategic individual to lead engagement within the Pacific Australian Emerging Leaders Network (PAELN). This role is focused on empowering PAELN members and alumni in their advocacy efforts, strengthening relationships across the network, and supporting members to drive impact both at the PAEL Summit and beyond.</p> <p>You will play a key role in:</p> <ul style="list-style-type: none"> <li>• <b>Developing and implementing Local &amp; National Engagement Plans</b> to equip PAELN members with the skills to analyse their local contexts and develop effective advocacy strategies for their communities.</li> <li>• <b>Assisting in the development of the Pacific We See Report</b> through consultation with partners and the PAELN network.</li> <li>• <b>Assist in equipping PAELN Alumni</b> to be mentors within the Network, and to access pathways to regional forums for ongoing advocacy development.</li> <li>• <b>Coordinating political engagement</b> by helping to oversee the organisation of MP meetings during the PAEL Summit and expanding engagement with regional decision-makers, including embassies, DFAT posts, and other government leaders.</li> <li>• <b>Preparing delegates</b> to share their experiences of critical development challenges with Australian Federal politicians, High Commissioners, and DFAT staff.</li> <li>• <b>Work with the PAEL team</b> to align engagement strategies with the broader PAEL three-year strategy, ensuring a stronger and more sustainable advocacy impact.</li> </ul> <p>The PAELN Engagement Coordinator will work closely with and be supervised by the PAELN Program Manager. This is an exciting opportunity to gain hands-on experience in network engagement, government relations, and advocacy strategy within the aid and development sector.</p>
<p>Responsibilities</p> <p><b>Local &amp; National Engagement Plans (LNEPs)</b></p> <p><i>LNEPs are personalised, structured plans developed by PAELN members to guide their local and national engagement efforts. These plans are a cornerstone of PAELN’s approach to equipping members for long-term leadership and advocacy.</i></p> <ul style="list-style-type: none"> <li>- Lead the development of the LNEP framework and methodology</li> <li>- Consult closely with the Ecumenical Enabler, Youth Engagement and Empowerment Program, Pacific Conference of Churches to ensure alignment with their youth engagement strategies</li> </ul>

- Develop tools, training resources, and guidelines to help members create their LNEPs.
- Deliver training to PAELN members on how to draft an LNEP and provide ongoing mentorship and support in the development and implementation process.
- Monitor progress and track outcomes of LNEP program

### **Pacific We See Report**

*The annual Pacific We See Report synthesises insights from the network and our engagement with stakeholders, highlighting key issues and stories from across the region. Launched at the annual PAELN Canberra Summit, it serves as both a tool for engaging decision-makers and a platform for highlighting the unique perspectives of Pacific youth.*

- Engage and collaborate with key internal and external regional stakeholders to help develop the report (e.g. PCC, REYC, PYC, PRNGO, PDF & others)
- Train and mentor PAELN emerging leaders in community research methodologies to help feed into the report
- Facilitate structured discussions with Delegate and Country Groups to ensure their insights shape the report's content.
- Develop case studies and narratives from community research to ground the report in lived experiences.
- Support PAELN members in using the report as an advocacy tool in engagements with decision-makers.
- Represent PAELN in relevant meetings and discussions, ensuring the network's insights and youth perspectives are included.

### **Alumni Engagement**

- Foster a strong alumni community, encouraging collaboration and peer support.
- Facilitate training, capacity building, and networking opportunities to help alumni enhance their leadership, diplomacy, and advocacy skills.
- Encourage and support alumni to take on mentoring roles—either within their national 'Country Groups' or as mentor facilitators at future PAEL Summits—so they can guide new cohorts and contribute to the ongoing strength of the network.
- Support alumni in identifying and accessing further leadership opportunities at local, national, regional, and global levels.
- Ensure the integration of alumni engagement within PAELN's broader advocacy and leadership strategy.

### **Political Engagement**

- Oversee political engagement at the annual PAEL Summit by working with the Micah Government Relations officer to coordinate MP meeting groups and providing political engagement training to delegates.
- Expand PAELN regional decision-maker engagement (including embassies, DFAT posts, and other government leaders).

### **Essential Skills & Experience**

**Cultural competency**

- Understanding of, and experience within, the Pacific and Australian church landscape, including collaborative work with churches and Christian non-profits.
- Strong intercultural skills with a deep respect and understanding of diverse cultures.
- Strong understanding of Pacific cultural contexts
- Understanding of Australia's history and its ongoing impacts on First Nations communities.

**Advocacy & Political Engagement:**

- Experience in engaging with government leaders, embassies, DFAT posts, and MPs.
- Ability to prepare and support delegates in political meetings and discussions.

**Strategic Planning & Program Development:**

- Ability to develop and implement engagement plans (e.g., Local & National Engagement Plans).
- Capacity to align initiatives with a broader organisational strategy.

**Stakeholder & Network Engagement:**

- Experience in coordinating and supporting people in advocacy efforts.
- Strong interpersonal and relationship-building skills to engage diverse stakeholders.
- Ability to facilitate and strengthen partnerships within the Pacific and Australian development sector.

**Communication & Facilitation:**

- Experience in facilitating discussions, workshops, and training sessions.
- Ability to craft clear, impactful messaging for different audiences, including government representatives and advocacy groups.

**Project Coordination & Organisation:**

- Strong organisational skills to manage multiple engagement activities, consultations, and advocacy initiatives.
- Ability to work collaboratively within a team, ensuring coordination with the PAELN Network Coordinator, organizing team, and external partners.
- Proactive approach in handling complex projects and meeting key deadlines.

**Desirable Skills & Experience**

- Strong understanding of advocacy principles and political engagement strategies.
- Experience in policy consultation and report development
- Strong written communication skills for network-wide communications, policy documentation, and delegate preparation

**Application Process**

Please submit your CV and a cover letter addressing your suitability for this role to [info@micahaustralia.org](mailto:info@micahaustralia.org) before 20 April, 2025.

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.