

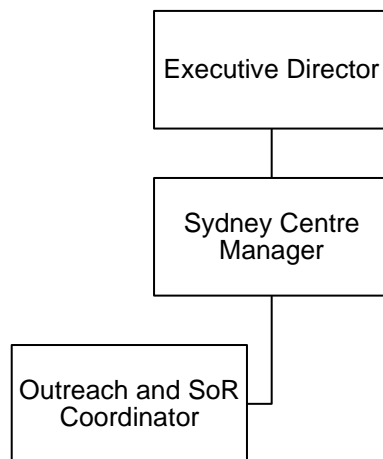
## **Outreach and SoR Coordinator**

*Islamic Sciences and Research Academy*

### **Organisational Context**

The Outreach and SoR Coordinator manages the outreach of ISRA Sydney's talks and school educational services. The time allocated for this role is 3 days a week.

### **Organisational Chart**



### **Reporting Relationships**

This position reports to: ISRA Sydney Centre Manager

This position supervises: ISRA volunteers

### **Key Working Relationships**

- ISRA Centre Manager Sydney
- Outreach and SoR Coordination Team
- Administrative Officer
- ISRA Ladies Coordinator
- SoR Team Leader
- ISRA Team Leaders
- ISRA volunteers

**Position Overview**

The Outreach and SoR Coordinator manages ISRA Sydney's outreach talks and projects, which includes schools, the community and academia, both Muslim and non-Muslim. The Outreach and SoR Coordinator ensures ISRA delivers high quality and trained speakers, up-to-date and quality resources for schools and manages projects delivered to non-Muslim students and teachers.

**Key Responsibilities**

1. Managing the outreach schedule including:
  - a. Managing school talk requests for Studies of Religion, Society and Culture and any other requests for talks from schools to ensure talks are delivered on time, are professional and of high quality. This includes liaising with teachers to tailor suitable dates, schedules and talks, finding suitable speakers for each talk, managing travel for out of Sydney talks, providing resources to speakers and schools and providing follow up after the talk
  - b. Delivering the talks where and when needed.
  - c. Managing community talk requests and enquiries for the Muslim and non-Muslim community
  - d. Capturing academic talks delivered by other staff on the outreach schedule
2. Project manage training and outreach events for non-Muslim teachers and students including:
  - a. Studies of Religion In Focus Conference (held yearly in collaboration with other organisations)
  - b. Studies of Religion In-Service intensive courses for SoR teacher in NSW and other states
  - c. Student Iftar dinner
  - d. Working towards providing similar services for Society and Culture where applicable
  - e. Working towards providing similar services for Study of Religion in Queensland
  - f. Managing volunteers who assist with these projects
3. Ensure resources sold and provided to schools are up-to-date and of high quality including:
  - a. Manage online subscription of SoR NSW resources
  - b. Ensure resources are regularly updated and new resources developed where possible
  - c. Develop resources for the Society and Culture HSC subject
  - d. Ensure completion of SoR QLD resources
4. Managing volunteers including:
  - a. Recruitment of new guest speakers for school talks and volunteers for major projects
  - b. Hold regular training programs for new guest speakers to ensure talks are delivered to a high quality and accurate information is provided catering to differing requests from schools and on different topics
5. Managing teacher and student enquiries including:
  - a. Respond in a timely and professional manner to teacher enquiries relating to Islamic syllabus content

- b. Respond in a timely manner to student enquiries on Islam, including arranging for volunteers to complete surveys and respond to emailed questions
6. Marketing of school services including:
- a. Growing ISRA's outreach to non-Muslim schools and the non-Muslim community
  - b. Seeking new ways of marketing ISRA's school services
  - c. Being a member of the Association for Studies of Religion Committee
  - d. Managing the School Services section on ISRA's website
7. Other duties appropriate to the role and classification.

### **Physical Capabilities**

- 1. Able to sit or stand for extended periods of time to perform computing related activities including keyboard and mouse operations.
- 2. Able to undertake domestic travel including long distance driving and flights to deliver services to schools, sometimes for several nights at a time.
- 3. Must hold or be eligible to attain a Working with Children Check.

### **Professional Capabilities and Essential Criteria**

- 1. Demonstrated organisational and management skills including experience in project management
- 2. Demonstrated ability to multi-task, independent and simultaneous management of a number of projects and tasks
- 3. Strong communication and interpersonal skills
- 4. Demonstrated capability in managing volunteers
- 5. Strong public speaking skills and ability to speak to a variety of audiences, especially non-Muslim school students and teachers
- 6. Strong interfaith knowledge, attitude and skills
- 7. Ability to work independently and as part of a team
- 8. Punctuality of Australian cultural standards
- 9. A growth mind-set to expand ISRA's outreach services
- 10. Demonstrated commitment to the mission, values and principles of ISRA within the organisation and in the Muslim community and wider society