Position Description

December 2026

Position Summary

Position Title	Bicultural Work Rights Ambassador		
Classification	MWC EBA Level 4.1	**Pay**	$59.77 per hour
Status	Casual		
Position reports to	Engagement Manager		
Primary Contact	Program Organiser		
Location	Various- no fixed workplace		
Commencing	April 2027		

Organisational Environment

The Migrant Workers Centre is a not-for-profit organising and educational centre that works with migrant workers and their communities to win dignity and respect at work and to fight for a fairer society.

The Centre's activities are organised around three areas of work:

- **Education** – helping migrant workers to understand their rights at work by delivering community education that is culturally and linguistically appropriate.
- **Enforcement** – assisting migrant workers who are experiencing workplace issues, such as wage theft and discrimination, to enforce their workplace rights and win just outcomes.
- **Advocacy** – working with migrant communities to improve their lives in Australia by conducting research, empowering community leaders and members, and advocating to decision-makers.

Bicultural Work Rights Ambassadors will work with the Program Organiser, Community Organiser, and Engagement Manager to plan, promote, and deliver education sessions to migrant communities to help them better understand and enforce their workplace rights and safety. Ambassadors will use existing and new relationships and networks in migrant communities in Victoria to identify opportunities for delivering education sessions and conducting other educational outreach activities, and work with community members and organisations to organise events that are culturally and linguistically appropriate.

Successful applicants will commence the role by attending a paid 6-day training program in April 2027. Engagement after the training will be irregular and not guaranteed. The program recognises and remunerates community leaders who already do similar work on a voluntary basis and is not intended as a regular source of income. As a guide remuneration is $59.77 per hour (inclusive of casual loading) plus 12% superannuation.

Responsibilities and Duties

Key Accountabilities	Key Activities
Community education	• Organise and promote educational sessions about workplace rights and safety to members of migrant and refugee communities in Victoria. • Delivering educational sessions about workplace rights and safety to migrant communities. • Conducting other educational and outreach activities such as work rights clinics, holding event stalls, and using mass media channels to raise awareness of workplace rights, safety, and support services. • Keeping track of attendance at sessions and collecting feedback.
Relationship management	• Working with other external stakeholders to organise educational sessions and other outreach activities about workplace rights and safety. • Working collaboratively with internal and external stakeholders to deliver the Centre's Bicultural Work Rights Ambassadors Program and identify partnerships and referral pathways. • Promoting the activities of the Bicultural Work Rights Ambassadors Program in migrant communities via media and other social platforms.

Capabilities

Knowledge and Skills	Capability Description
Knowledge about the community	• Understands the beliefs, customs, needs and expectations of a specific migrant community in Victoria. • Seeks out and engages in activities with members of migrant communities in Victoria.
Leadership in the community	• Is able to influence the beliefs, behaviours, or actions of other people in a specific migrant community in Victoria. • Has existing networks, relationships, and connections in one or more migrant communities in Victoria.
Presentation skills	• Is able to provide information effectively to a diverse range of audiences in a professional manner using audio-visual materials, including delivering over digital platforms such as Zoom and MS Teams. • Understands the target audience and the objectives of the communication • Conveys ideas and information confidently, and in a clear and interesting way. • Has conversational comprehension of a language other than English.

	• Is familiar with Microsoft PowerPoint or other presentation programs.
Stakeholder skills	• Is able to keep interested parties informed about, and engaged with, a particular endeavour, while managing their expectations about outcomes. • Works collaboratively and effectively with a diverse range of stakeholders, such as community leaders, community organisations, and unions. • Seeks out opportunities to work with stakeholders to deliver programs, projects, and services. • Shares information quickly and accurately to those who need it, as appropriate.
Personal Qualities	Capability Description
Migrant worker focus	• Considers situations, activities, decisions, and outcomes from the perspective of a worker. • Considers situations, activities, decisions, and outcomes from the perspective of how people of different ethnic, religious, professional, or social identifications might see them. • Unwavering commitment to improving the lives of migrant workers.
Relationship building	• Quickly establishes rapport with a range of people. • Builds trust and partnerships through consistent actions, values, and communication. • Understands the experiences, feelings, and viewpoints of others. • Handles difficult and sensitive issues while maintaining confidentiality.
Accountability	• Works to clear objectives in a transparent manner. • Accepts responsibility for decisions and actions. • Seeks to achieve best use of resources.

Key Selection Criteria

- **Criteria 1:** "Knowledge about the community" as detailed in Capabilities above.
- **Criteria 2:** "Leadership in the community" as detailed in Capabilities above.
- **Criteria 3:** "Presentation skills" as detailed in Capabilities above.
- **Criteria 4:** "Stakeholder skills" as detailed in Capabilities above.
- **Criteria 5:** "Migrant worker focus" as detailed in Capabilities above.

Other Relevant Information

- Applicants must be able on occasion to work after business hours and on the weekend.
- Applicants must have a valid visa that provides work rights or be a permanent resident or citizen.