

## POSITION DESCRIPTION

### Community Engagement Officer

<b>DEPARTMENT DIVISION</b>	HOST International Thailand (HIF-TH)
<b>REPORTS TO</b>	Regional Manager, Thailand
<b>LOCATION</b>	Bangkok, Thailand
<b>DURATION</b>	Fixed Term (Till 31st December 2025)

#### About HOST International

Established in December 2016, HOST International is a not for profit company limited by guarantee committed to transforming refugee protection systems to give more power and choice to refugees and host communities in addressing local protection and integration needs. We work with curiosity, capability, and courage to bring humanity, hope and dignity to all.

HOST operates across the Asia Pacific Region and works closely with local and international partners in achieving its vision.

We operate with the values of respect, compassion, integrity, diversity, and innovation

#### 1. Position Summary

The Community Engagement Officer will be responsible for the design, development, implementation, and evaluation of community-based projects for urban refugees and actively involve young individuals.

The role will work closely with the Regional Manager and Case Management Team and the refugee communities to undertake projects that are suitable and achievable within the relevant urban refugee context, including appropriately supporting refugee-led and youth-led initiatives. The role will be the focal point for HOST community and youth engagement projects and be expected to coordinate with other stakeholders that are undertaking similar activities.

The role is also key in developing independence, hope, humanity and dignity for refugees and asylum seekers and requires an effective approach that fosters self-agency and sustainability.

#### 2. Key Responsibilities

- Overseeing and responding to the day-to-day operational needs of community-based and youth engagement project.
- Manage project and contributing to the strategic direction and operation of HOST International's community and youth projects, and youth-led initiatives, involving young individuals in our design projects towards greater impact.

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- Engage and consult with refugees, NGOs, community groups and others on suitable projects that could be undertaken, considering the needs and interests of children and young.
  - Identifying new community and youth project and relevant community network supporting project.
  - Supporting delivery of community and youth events in collaboration with key stakeholders
  - Organising community and youth events engaging relevant local and central government agencies
  - Preparing monthly reports.
  - Undertaking effective financial management of projects responsible for.
  - Identifying youth-led initiatives that are in line with HOST's work in Thailand and
  - develop ways of working with these initiatives that build refugee self- agency.
  - Developing strategies to minimize protection concerns that exist for urban refugees in Thailand.
  - Deliver effective monitoring and impact evaluation in alignment with HOST's frameworks.
  - Being abreast of best practices for community and youth projects, and youth-led initiatives in urban refugee contexts.
  - Preparing reports for management as required to a high standard and complying with information protocols, policies and procedures.
  - Ensuring all activities align with program obligations, legislation, relevant codes of conduct and policies and procedures.
  - Perform other duties commensurate with skills and experience as required.
  - Support the Regional Manager in delivering capacity building projects as required.

### 3. Selection Criteria

#### 3.1 *Essential*

- A minimum Diploma level qualification in the areas of Youth Development, Social Work, Education; Humanities; or another relevant field;
- A minimum of 2 year experience working on youth engagement project or creating activities for youth and young individuals, including experience working with groups with heightened vulnerability;
- Demonstrated experience working in a professional capacity with culturally and linguistically diverse groups;
- Well-developed communication and interpersonal skills including the ability to build productive working relationships with a range of stakeholders;
- Highly developed written and oral Thai communication skills;
- Capacity to communicate clearly in verbal and written English; and
- Demonstrated competence in use of Microsoft Office, Excel, and online data systems.

#### 3.2 *Desirable*

- Degree qualification in Youth Development, Social Work, Education; Humanities; or other relevant field;
- Experience and/or knowledge on issues and opportunities affecting urban refugees and asylum seekers in Thailand;
- Digital skills including graphic design, marketing, and social media management.

## 4. Expectations of HOST Employees

In addition to the duties listed above, all HOST staff are expected to:

- Respect and abide by HOST’s vision, mission and values, ensuring that their conduct is consistent with the HOST Code of Conduct and HOST Child Safeguarding Code of Conduct and is fully compliant with the provisions of HOST policies and procedures;
- Carry out general administrative functions related to their role and to the effective and efficient functioning of HOST including the timely and accurate management of case files, relevant databases, and all service delivery communications and data;
- Participate in induction training relating to policy and procedures, workplace health and safety and HOST administrative systems;
- Comply with all other reasonable and legal directions of the Senior Manager or relevant Executive as required.
- Communicate concepts, information and arguments efficiently in personal and group contexts and across all organizational levels;
- When representing HOST at internal and external events, ensure appropriate conduct and professional representation at all times;
- Demonstrate high ethical standards and professionalism and visible support and promotion for corporate outcomes and corporate values; and
- Perform other duties commensurate with skills and experience as required.

### 4.1 Position Responsibilities

- Applicants must have the right to work in Thailand;
- All applicants must undertake a National Police Check and not have any serious convictions including fraud, assault, or serious theft. Any convictions should be declared up front and will be discussed confidentially upon receipt of the criminal record check;
- It would be beneficial to hold a current, valid Thai driver’s licence;
- Applicants will be subject to social media screening as part of employment and visa application checks.

## 5. HOST’s Core Competency Framework

<b>Customer Orientation</b>	The ability to demonstrate diverse customer focused support and stakeholder engagement in all business-related activities, acting without prejudice and in a manner, that promotes inclusion.
<b>Continuous Improvement</b>	The ability to demonstrate support for organisational change necessary to improve effectiveness and efficiency as well as proactively helping others to successfully navigate through organisational change.
<b>Teamwork</b>	The ability to work collaboratively as part of a high performing team ensuring the effective and efficient operation of HOST in accordance with its values, strategic direction, industry best practice and contractual obligations.
<b>Analytical Thinking</b>	The ability to clearly analyse a situation and seek out relevant information needed to address challenges using a logical, systematic and sequential approach.
<b>Communication</b>	The ability to communicate appropriately and proficiently across varying audiences and contexts, with demonstrated experience in preparing high-level reports, correspondence and briefings.

<b>Initiative</b>	The ability to identify or pre-empt what needs to be done and take appropriate action before being asked or before the situation requires it.
<b>Safety &amp; Wellbeing</b>	The ability to contribute positively to, and take responsibility for one's safety & wellbeing and the safety & wellbeing of those around to ensure a climate of safety, support, resilience and balance.

The above core competency framework applies to all staff working at HOST.

The competencies provide a common language, across HOST, for discussing the Way We Work, not just what we do. It clarifies the behaviours and attributes required of all staff working at HOST. Core Competencies are a critical part of HOST's Organisational Culture and set the minimum expected standard of behaviour for everyone at HOST.

## 6. Workplace Health and Safety (WHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

WHS responsibilities are applicable to positions as outlined in the HOST WHS policy. These include general staff responsibilities as well as additional responsibilities that apply for Managers, Supervisors and other Personnel.

### Acknowledgment and e-sign off

Staff are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives. This position description may change over time due to the nature of HOST activities and a flexible attitude to change is expected of all staff. Any such changes will be discussed with staff as soon as practicable.

As the incumbent of this position, I confirm that I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position. I understand this position description is not a duty statement, it is only intended to provide an outline of the key responsibilities of the position.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

AGREED BY	
Employee Signature	
Employee Name	
Date	