

ORGANISATIONAL STRUCTURE

The team of ICSA begins with a **Board** that is the **Governing Body** responsible for ensuring the *long-term health, compliance and sustainable success* of the organisation.

The Board delegates to the **Executive Team** led by the Managing Director. This role reports to the board and oversees the Agency's *operations and* delivery of the programs.

Each program has a **Project Lead** that is responsible for the day to *activities* in delivering the *services, reporting and evaluation*.

The **Team at ICSA** that ensure support to clients and building our program delivery is a *collection of diverse skills* in individual working arrangements.

We invite members to join us in whatever capacity that suits them to help us continue our journey of being an agency *run for the community by the community*.

PROFESSIONAL SERVICES

If you are interested in any of these use the links or QR codes:

- **Shareholder** - ICSA is a company limited by guarantee, with shareholders. Being a shareholder gives rights to participate in decision making, joining the board and determining the direction of the Agency. Shareholding is non dividend and not transferable.
- **Board Member** – be part of the board and governance; actively participate in making the organisation sustainable and successful.
- **Member** – as a paid member, you will be supporting the organisation and have priority access to services or opportunities as they arise.
- **Volunteer** – undertake all and any function of the operations of the organisation. Volunteers extend our capacity to areas that are in high need. We use volunteers to develop and establish our services which in future can become paid roles.
- **Paid Capacity** – Self funding from some revenue services and small grants allow us to offer paid roles subject to funding. We offer these as they arise on a Full Time, Part Time, Casual or Seasonal basis.
- **Contract:** We use contractors across our corporate administrative needs as well as or specific projects. Contracts are usually fixed term under an agreement.
- **Consultant** – We have consultants in a variety of disciplines who can assist on an on call basis. Consultants are paid per assignment offered and usually undertake some pro bono work.
- **Professional Pro Bono** – who undertake their professional duties or role on a pro bono basis, this may be in a volunteer capacity, as a part of corporate social responsibility or in line to contribute to advocacy or research.

FACT SHEET

VOLUNTEER LED



The Indian (Sub-Cont) Crisis & Support Agency (ICSA) is a *Volunteer Led Organisation (VLO)*.

ICSA is **not funded** by any source. It has a self-funded arm, with revenue-based services and receives small grants from time to time.

Core services are delivered by **professionals** in their own capacity at a no cost or pro bono basis.

It is fair to say the agency is run by **UNPAID** skilled workers.

We therefore rely on various working arrangements which suit our operational needs and fit in with work life balance of those who choose to support us.

BUDDY GROUP

Buddy Groups are community members who want to *assist others* in the community.

ICSA supports Buddies through:

- induction,
- regular information updates
- opportunity for training (building skills)
- supervision

Buddy's can assist others with safety & legal compliance.

BE A BUDDY



- **Student Placement** – we take students from tertiary institutions in a range of study courses as relevant to the Agency's needs. Students frequently stay on in some capacity.
- **Work Experience** – we offer work experience to people who need it including to those people who have barriers and support workers.
- **Quid Pro Quo:** Many professionals need to undertake mandatory professional development to keep up accreditations, registrations. We can offer opportunities to build experience and skills that complies with the requirement and offers mutual beneficial to both parties.
- **Work for Dole:** For those who must work to keep Government payments or allowances, ICSA can offer working tasks that will help meet the commitments.
- **Penalty Payback:** ICSA is part of the NSW Government scheme that allows people to pay penalties (fines) by undertaking work.

HIGHLY SOUGHT SKILLS

Highly **sought skills and experience** include:

- Corporate Administration
- Case workers (DFV experience preferred)
- Women's & Men's Buddy Groups
- Administration/Reception Work
- Assistance with face-to-face group sessions
- Mental Health support eg Counsellors
- Legal & Migration advice
- Marketing & Communications
- Advocacy

Ideally should have

- Good personal organisational skills
- Proficient in Office 365 application
- Working Check – Police & WWC
- Own transport.

PROFESSIONAL DEVELOPMENT

ICSA delivers professional development and cultural consultancy. We are looking for people with expertise and skills in these areas.

TRAINERS

We need people who can develop content, presentations and facilitate online and face to face training.

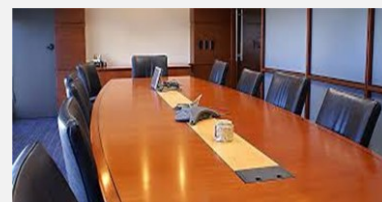
PRESENTERS

ICSA presents on various topics, regarding our work. We are seeking people who can present effectively: materials provided.

CULTURAL CONSULTANT

ICSA offers training to deliver our key cultural consultancy services. If you are interested in becoming a cultural consultant, contact us at info@icsa.net.au to learn more.

JOINING THE BOARD



If you believe you have what it takes to be a good **Board Member**, talk to us.

The first step is to become a **shareholder**. Following which you can *nominate* yourself for board to be accepted at the next meeting.

Board members go through an *induction process*, an overview of organisation, responsibilities, legal and compliance issues, etc.

As a Board member, you will be expected to participate in relevant meetings and contribute towards meeting the Agency's constitutional objectives and implementing strategic goals. Board Members must:

Act with good faith and honesty in the best interests of the organisation

Act with reasonable care and diligence

FURTHER INFORMATION

info@icsa.net.au

APPLICATION

You can make an **application** or lodge an **expression of interest** for any other roles using the link or QR code below.

[CLICK HERE](#)

