



JFA Purple Orange

Team Member

Role description & person specification

Title of Role:	PROJECT LEADER, Disability Elders of All Ages (DEAA)
Term of Appointment:	Position ends 30 June 2024 (0.6-1.0FTE) Hours of work are negotiable
Salary Range:	\$70-\$85k commensurate with experience, plus super and salary sacrifice.

ABOUT THE ROLE

1. Summary of the role's aim

In relation to DEAA the Project Leader is responsible for:

- Overseeing the planning, set-up, coordination and facilitation of Disability Elders of All Ages (DEAA) ILC program (including peer support networks and workshops) so that the members and other people living with disability:
 - Have goals and aspirations consistent with the goals and aspirations of their peers without disability including social, economic, community and civic participation
 - Experience authority in their lives (exercise choice and an increased sense of control)
 - Share knowledge, skills, insights and stories that are the steppingstones to a good life
 - Can move into leadership and facilitator roles
 - Engage constructively with the NDIS and service providers

- Guiding DEAA to become a leading voice on behalf of the physical and sensory disability community and for their peer network(s) to be anchored on capacity-building in support of people's leadership in their own lives and collectively.
- Developing and delivery of capacity building activities hosted and facilitated by members of DEAA
- Setting up, coordinating, and facilitating peer support networks for people living with disability and families, in support of the above
- Developing resources that will be helpful for people living with disability, especially in terms of peer networks, self-directed and self-managed supports and assistive technology
- Developing the governance structure of DEAA and coordinating governance training for DEAA members
- Supporting the DEAA Project Officer in their role by providing guidance and oversight of a Needs Analysis and regional outreach relating to the delivery of workshops
- Coordinating and supporting the activities of the DEAA Reference Group
- Identifying and supporting people living with disability to move into facilitator and leadership roles
- Provide support to media and comms to produce media clips that promote and demonstrate the benefits of peer networks, informal supports
- Identifying and assisting peer networks to bid for funding such as ILC grants
- Reporting requirements as set out in service agreements with external funders
- Coordinating external evaluations
- Preparing monthly reports for the board of JFA

The Project Leader will also support other projects and policy work as required.

The role allows scope for exercising initiative in the application of established work procedures and requires the role holder to establish goals/objectives and outcomes for their work and project.

The role works under detailed direction from a line manager, and applies procedures, methods and guidelines which are well established, in relation for example to peer networks, co-design, capacity-building programming, and information services.

The role involves solving problems using knowledge, judgment and work organisational skills acquired through qualifications and/or previous work experience. Assistance is available from senior employees, especially for more complex matters.

2. Main Benefits (Outcomes)

The success of this role will be reflected by a systemic improvement to the life chances for people living with disability¹, For this project this includes:

- The DEAA peer network has sustainable momentum

¹ Note that throughout this document we acknowledge and support the benefits that family members can also gain from this role

- Due to their participation in meetings and workshops peer network members report:
 - feeling better informed about issues relevant to their life chances
 - a greater sense of personal empowerment and shared ownership of the group
 - more confidence in their ability to advocate for themselves and others
 - increased knowledge of and confidence to use assistive technology, resulting in greater autonomy and participation in the community
 - more likely to take action on opportunities and issues of rights, choice and inclusion
 - more likely to use assistive technology
 - Creation of media and resources that demonstrate the benefits of peer networks, self-directed and self-managed supports and assistive technology
 - Peer network members move into leadership and facilitation skills
 - Improved governance of DEAA through the delivery of governance training to Reference Group members and the creation and adoption of governance policies
 - Improved understanding of the needs of DEAA members in relation to assistive technology
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3. Main Deliverables (Outputs)

- Increase in peer network membership
- Surveys of peer network activities that demonstrate members report increased confidence and capacity to participate in the community and increased knowledge of assistive technology
- Design, coordination and facilitation of peer network meetings
- The recruitment of peer facilitators to co-facilitate peer network led events
- The recruitment of new members into the Reference Group
- Organising meetings of the Reference Group
- Appointing a governance specialist to deliver governance training Reference Group members
- Support Disability Elders of All Ages members to develop relationships with stakeholders to influence policies and practices relevant to them
- Development of a set of governance policies for DEAA, including a constitution and code of conduct
- Maintenance of a Resource Centre website which will contain:
 - written content in relation to each of the workshops regarding assistive technology
 - videos on topics to be determined by the Reference Group
 - written content based on the material covered in each of the peer network meetings

- a moderated online forum where conversation threads are initiated by people living with disability and by the Project Leader after each of the peer network led events and on the subject matter covered by the three workshop topics.
- Completion of reports required by the Department of Social Services (including Activity Work Plans and Progress Reports)
- Identifying and engaging a third party to complete an external evaluation of the project

4. Main work activities (Processes)

- Coordination of DEAA Reference Group meetings by: setting agendas, identifying and booking venues/catering/support workers, liaising with members and preparing meeting minutes
- Coordination of peer network meetings by: setting agendas, identifying and booking venues/catering/support workers, identifying and booking guest speakers, liaising with members and preparing meeting minutes
- Support the Project Officer in the development and implementation of a Needs Analysis in relation to assistive technology, including the preparation of interview materials and a report on findings
- Manage relationships with government and non-government stakeholders. This will be done by:
 - Conducting a stakeholder mapping exercise to determine which government and non-government stakeholders DEAA should build or maintain relationships with
 - Building connections with external stakeholders through making proactive contact with them by phone and or email
 - Record-keeping of external stakeholder information and contacts
 - Coordinating and preparing for meetings with external stakeholders, including through the booking of meeting venues and the preparation of agendas and minutes
- Maintain a relationship with the website developer for the DEAA Resource Centre and organise for training to be delivered to the Project Leader and Project Officer on how to maintain and add new content to the website.
- Research and prepare written content for the Resource Centre based on peer network meetings and workshops
- Work with JFA Purple Orange's Media Team on developing content for videos by providing ideas for video topics and organising people to appear in videos
- Manage and moderate the online forum hosted by the Resource Centre by initiating conversation threads, responding to messages from participants and removing content deemed inappropriate
- Organising and chairing meetings with Project Officers within the DEAA program and Project Leaders from other peer networks to promote consistency within auspice arrangements and support to members

- Identify and recruit a governance specialist and organise for all eight Reference Group members to receive governance training across four meetings
- Support Reference Group members to develop and draft governance policies and publications for adoption by the network
- Identification of, and individual assistance to, peer network members who can emerge into peer facilitation roles, governing committee roles and other leadership opportunities through 1:1 mentoring
- Record-keeping of project activities
- Collection of data on DEAA activities and outcomes through preparing and releasing surveys to members
- Collation and analysis of data gathered through surveys and quotes from people living with disability on DEAA activities
- Preparation of reports to the Department of Human Services
- Preparation of internal reports required by JFA Purple Orange, including Daily Activity Logs, monthly work plans, meeting with line manager templates, annual reviews and monthly board reports

5. Reporting/Working Relationships

This role reports to (role sponsor): TBC

This role provides formal support and guidance to the following other roles:

- students, trainees, interns, volunteers etc who may from time-to-time be involved with JFA Purple Orange in matters relating to the work and values of the DEAA and other peer networks.
- Project Officers involved in the Disability Elders of All Ages program

This role is responsible for maintaining good networks with stakeholders including:

- People living with disability, and other people in their lives such as family, friends and other supporters
- JFA Purple Orange team members
- Board members undertaking Board-mandated work in relevant areas
- Community leaders and NGOs relevant to the work
- Government staff relevant to the work
- Peak bodies

6. Special Conditions (Such as travel requirements, frequent overtime, etc).

The incumbent is required to:

- Be available for work related travel from time to time

The role demands a commitment to:

- Support the integrity of JFA Purple Orange by maintaining a high standard of personal and professional conduct that supports our values, including:
 - People living with disability having personal authority in their lives
 - People being active valued members of mainstream community life
 - Inclusive communities
 - Capacity-building
 - The exercise of ambassadorship
 - The exercise of your best judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation.
- Support and contribute to the achievement of the JFA Purple Orange's goals as set out in strategy and business plan documents;
- Initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital;
- Occasionally work outside of normal business hours where this is needed;
- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development;
- Be willing to change office location if directed as a result of service development and organisational change:

Acknowledged by Role Holder /...../.....

Role Sponsor..... /...../.....

ABOUT THE ROLE HOLDER

Essential Criteria

1. Deeply-felt value base in support of improving the life chances for people living with disability and their families, especially in respect of choices and inclusion.
2. Experience working in a project-based environment; being able to set goals, organise work, take action, report on progress, and problem-solve
3. Strong interpersonal skills, including facilitating peer network and stakeholder conversations where there may be a diversity of views
4. Proven ability to understand, analyse and communicate issues of relevance to people living with disability
5. An inquisitive and analytical mindset with the ability to self-start and the attitude to achieve a quality outcome within a complex environment.
6. Ability to work under limited supervision and meet deadlines with a fixed budget
7. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued

Desirable criteria

1. Knowledge of current disability sector reforms initiatives and issues for people living with a disability.
2. Personal insight of what it means to live with disability
3. Well developed networks within the Disability Sector.
4. Knowledge of legislation & policy settings and how they impact people living with disability
5. A relevant degree (or similar) and experience working in a project-based environment