



JFA Purple Orange

Team Member

Role description & person specification

Title of Role:	PROJECT OFFICER – Disability Elders of All Ages
Term of Appointment:	Fixed term contract of 24 months, 0.5 FTE Hours of work are negotiable and reduced hours are possible

ABOUT THE ROLE

1. Summary of the role's aim

The Project Officer – Disability Elders of All Ages (DEAA) is responsible for:

- coordinating and delivering capacity building initiatives that have a particular focus on the benefits of assistive and mainstream technology for people living with disability and their families, including workshops in regional areas
- Establishing a co-design group to guide the work of the project
- Undertaking a Needs Analysis in relation to assistive and mainstream technology
- Liaising with key stakeholders and partners in delivery
- Developing accessible workshop and resource materials, including for people living with disability and their families
- Assisting with the coordination of an external evaluation
- Liaising with the DEAA Project Leader to support the overall coordination of project work
- Other relevant project coordination activities

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 disability, through activities which achieve:

- Improved understanding of the needs of DEAA members and other people living with disability in regional areas in relation to assistive and mainstream technology
- Increased confidence and capacity of people living with disability and their families to use adaptive and mainstream technology
- Increased leadership capacity of people living with disability through their involvement in a co-design group and opportunities to co-facilitate workshops
- Creation of media and resources that demonstrate the benefits of mainstream and assistive technology, and other issues relevant to people living with disability in regional areas.

3. Main Deliverables (Outputs)

- Production of a Needs Analysis report about the needs of people living with disability and their families as they relate to assistive and mainstream technology
- Recruitment of 6 people living with disability in regional areas to form a co-design group for the project and as a valued ongoing resource for input to policy and systemic advocacy
- Delivery of at least two meetings of the co-design group in Year 1 and Year 2 of the project
- Design and delivery of a package of three workshops on aspects of assistive and mainstream technology delivered in at least six different regional locations over two years and to at least 60 people.
- Recruitment of co-facilitators in each of the six regional locations to deliver the three workshops
- Recruitment of local adaptive and mainstream technology experts to present at each of the workshops
- Through assisting the Project Leader (DEAA), the development of a Resource Centre website containing:
 - Written content in relation to each of the three workshops regarding assistive technology
 - Video recordings of each of the three workshops
 - A moderated online forum where conversation threads are initiated by people living with disability and by the Project Leader after each of the 24 peer

4. Main work activities (Processes)

- Coordination of co-design group meetings by: setting agendas, identifying and booking venues/catering/support workers, liaising with members and preparing meeting minutes, and following up actions
- Workshop coordination, including stakeholder liaison, event scheduling, resource-booking (venue, catering, presenters, equipment, accommodation etc), event promotion, on-the-day support, event evaluation administration, and event write-up
- Completion of steps to produce a Needs Analysis, including desktop research, preparing interview and survey questions, holding interviews and surveys, making and collating notes
- Data analysis and report-drafting
- Discovery and preparation of written content for the Resource Centre website based on workshop materials and other sources Uploading new and edited content to Resource Centre website, and ensuring all links are working etc (training is available to work with the website platform)
- Assist the Project Leader (DEAA) with managing and moderating the Resource Centre online forum by initiating conversation threads, responding to messages from participants and removing content deemed inappropriate
- Work with JFA Purple Orange's Media Team on recording the workshops and organising for workshop participants to be interviewed at the workshops
- Identification of, and individual assistance to, people living with disability who can emerge into peer facilitation roles through 1:1 mentoring and external training
- Assist the Project Leader (DEAA) with tasks associated with the external evaluation
- Record-keeping of project activities
- 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
- Other activities as directed by the CEO or delegate

5. Reporting/Working Relationships

This role reports to (role sponsor): TBC

This role works closely alongside the Project Leader (DEAA) within the same funded project

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 DEAA .

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 (especially those living in regional areas)
- 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
- Employers and schools involved in the project
- 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 with people living with disability and their families
3. Experience in developing content for and facilitating workshops.
4. Proven ability to professionally run events across different demographics within the disability community
5. An inquisitive and analytical mindset with the ability to self-start and the attitude to achieve a quality outcome within a complex policy environment.
6. Ability to work under limited supervision, establish priorities and meet deadlines
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
8. A current Driver's licence
9. Have or be willing to obtain DHS clearances prior to commencing employment

Desirable criteria

1. Knowledge of current disability sector reforms, initiatives and issues for people living with a disability
2. Knowledge of and experience with using assistive and mainstream technology
3. Personal insight of what it means to live with disability
4. Current or past experience of living in a regional area
5. Well developed networks within the Disability Sector, particularly in regional areas
6. A relevant degree (or similar) and/or experience working in a project-based environment