



JFA Purple Orange

Team Member

Role description & person specification

Title of Role: **Project Leader – Youth Connection and Capacity Building in SA (Enabled Youth Disability Network (EYDN))**

Term of Appointment: **approximately 2 years (0.6 FTE)**
Hours of work are negotiable and reduced hours are possible

ABOUT THE ROLE

1. Summary of the role's aim

Specifically, the Project Leader, EYDN Youth Connection and Capacity Building in SA is responsible for for various activities within the EYDN area, including:

- Undertaking project coordination and reporting tasks for all activities associated with the EYDN Youth Connection and Capacity Building in SA project. These activities include the delivery of peer networks, training, and communication activities listed below.
- Coordinating and delivering capacity-building activities including;
 - capacity building workshops in three regional areas, including the recruitment of young people living in regional areas to run workshops
 - a group mentoring program for students aged 11-18, including the recruitment and training of mentors
- Establishment and implementation of a co-design group for project
- Coordination of an external evaluation
- Liaising with relevant stakeholders and other JFAPO personnel including those working on EYDN activities.

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 young people living with disability, through activities which achieve:

- Increased confidence and capacity of young people living with disability
- Increased understanding of project benefits to people living with disability as a result of evaluation of funded projects
- Greater activity by, and awareness of, the voice of young people living with disability
- Peer networks will have sustainable momentum, as measured through:
 - Network members reporting:
 - 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 likelihood of actions taken by peer network members individually and collectively, in support of life chances
 - Documented demonstration of the potency of peer networks
- Increased numbers of young people living with disability in leadership roles such as peer network facilitation and workshop presenting, including young people in regional areas
- Increased leadership skills of school students through group mentoring and establishing pathways for involvement and leadership development with EYDN

3. Main Deliverables (Outputs)

Support JFA Purple Orange projects and activities through the:

- Successful delivery of all activities within a 2-year suite of capacity-building initiatives for young people living with disability, including the:
 - Establishment and implementation of a co-design group with five members that will meet eight times in Year 1 and five times in Year 2
 - Design, coordination and facilitation of six capacity building workshops in three regional areas
 - Design and delivery of a group mentoring program with 15 students aged 11-18 that will meet four times during each year of the project

- Production of publishable resource material (including for each of the six workshops and the eight group mentoring meetings) that is relevant, accessible and useful to the disability community
- Production of accurate and timely accountability reports to internal and external stakeholders
- Work with the Communications Officer on developing content for videos by providing ideas for video topics and organising people to appear in videos
- Coordinate with the Executive Officer Youth on project accountability reports, including Progress Reports for DSS
- Identifying and engaging a third party to complete an external evaluation of the project

4. Main work activities (Processes)

- Drafting and curating key documents such as project plans, codesign group Terms of Reference, and related documents
- identifying and recruiting co-design group members, setting co-design agendas, preparing and circulating codesign meeting papers, preparing meeting minutes and follow-up actions
- Identifying and booking venues/catering/support workers for codesign meetings and related events
- Workshop coordination, including stakeholder liaison, event scheduling, resource-booking (venue, catering, presenters, equipment, accommodation etc), preparation of key messages and content for event promotion, on-the-day support, event evaluation administration, and event write-up
- Group mentoring coordination, including identifying and recruiting schools and students to participate, liaising with parents/students/teachers, resource-booking (venue, catering, presenters, equipment, accommodation etc), on-the-day support, meeting evaluation administration, and meeting write-up
- Proactive engagement with a range of stakeholders in support of a successful and cohesive project, and where people living with disability and families are making a contribution to all deliverables
- Work with the Executive Officer Youth to manage relationships with government and non-government stakeholders, including through:
 - Conducting a stakeholder mapping exercise to determine which government and non-government stakeholders EYDN 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
- Regular review of activity, so that learning is applied to subsequent activities
- Direct assistance and support to emerging peer leaders through 1:1 liaison
- Recruitment of young people living with disability to co-facilitate workshops and mentoring activities

- Assembly of regular project communications and reports
 - Co-facilitation of workshops and group mentoring meetings
 - Monitoring of project financial activity, and making any necessary adjustments to ensure project delivers safely within its means
 - Monitoring of whole-of-project activities, to ensure deliverables are met safely within the funding period
 - 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
 - Preparation of progress/accountability reports to go to funder and any other relevant external stakeholders
- Other activities as directed by the CEO or delegate.
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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 of policy development, and related activities.

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
- 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. Success in managing projects that deliver on time and on budget
3. Success developing content for, and facilitation of, workshops or similar events.
4. Success in event coordination
5. Experience in the design or running of evaluation activities (or other research and information-gathering), and in subsequent analysis and reporting
6. An inquisitive and analytical mindset with the ability to self-start and the attitude to achieve a quality outcome within a complex environment.
7. Ability to work under limited supervision, establish priorities and meet deadlines
8. 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
9. A relevant degree (or similar) and experience working in a project-based environment

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 current driver's licence