



JFA Purple Orange

Team Member

Role description & person specification

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| Title of Role: | PROJECT OFFICER – SKILL |
| Term of Appointment: | Position ends 30 June 2023 (0.6 FTE) Hours of work are negotiable and reduced hours are possible |

ABOUT THE ROLE

1. Summary of the role's aim

The Project Officer (SKILL) is responsible for:

- Supporting the Project Leader (SKILL) in coordinating and delivering capacity building initiatives, including workshops and peer support networks, for people living with disability and their families including those who are from culturally and linguistically diverse backgrounds
- Liaising with key stakeholders and partners in the delivery of project activities
- Developing accessible workshop and resource materials, including for people living with disability and their families who are from culturally and linguistically diverse backgrounds
- Assisting with the coordination of an external evaluation
- Other relevant project coordination activities 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 in opportunities for people living with disability, through activities which achieve:

- Increased confidence and capacity of people living with disability and their families, including those from a culturally and linguistically diverse background, to build and lead a life of value
 - Increased confidence and capacity of people living with disability and their families, including those from a culturally and linguistically diverse background, to take personal action in support of a life of value
 - Increased understanding of benefits to people living with disability, including those from a culturally and linguistically diverse background, through the evaluation of the project
 - Greater activity by, and awareness of, the voice and leadership of people living with disability, including those from a culturally and linguistically diverse background
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3. Main Deliverables (Outputs)

Support JFA Purple Orange projects and activities through the:

- Coordination and delivery of capacity building initiatives for people living with disability and their families who are from culturally and linguistically diverse backgrounds including the:
 - Establishment of two co-design groups (comprising of at least four people in each group) from different CALD backgrounds that will meet at least twice each year
 - Adaptation and delivery of a series of six workshops to two different CALD communities
 - Identification and training of at least two workshop participants to move into peer facilitator roles for the delivery of six workshops each
 - Establishment of at least two peer support networks for the CALD communities that took part in the workshops
 - Facilitating 10 meetings per year for each of the two CALD peer support networks
- Development of resource material for at least 6 workshops and 40 peer support meetings accessible to people with disability from CALD communities
- Successful involvement of people living with disability from CALD communities in least two project-related videos focusing
- Assisting with the production of project accountability reports, including reports required by the funder (Department of Social Services)

4. Main work activities (Processes)

- Proactive engagement with a range of stakeholders in support of a successful and cohesive project, ensuring people living with disability and families are contributing to all deliverables
- Desktop research in support of the above, including drafting and testing of new content
- Curating of workshop resource materials, to ensure version-control in a continuous improvement environment
- Event coordination, including stakeholder liaison, event scheduling, resource-booking (venue, catering, presenters, equipment, translators etc), event promotion, on-the-day support, event evaluation administration, and event write-up
- 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
- Activity review, so that learning is applied to subsequent activities
- Direct assistance and support to emerging peer leaders and peer support networks, through 1:1 liaison and coordination of specific workshops
- Assembly of regular project communications and reports
- Co-facilitation of workshops and meetings
- Monitoring of project financial activity, to ensure project delivers safely within its means
- Drafting contribution to production and communication of Purple Orange policy content in relation to people living with disability from CALD backgrounds, as informed by the project and other relevant information sources
- 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 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, in particular those representing the interests of people living with disability and their families from CALD backgrounds

- 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 within complex projects
3. Experience working with people from culturally and linguistically diverse backgrounds
4. Experience in developing content for and facilitating workshops or training courses
5. Proven ability to professionally run events across different demographics within the disability community
6. An inquisitive and analytical mindset with the ability to self-start and the attitude to achieve a quality outcome within a complex policy 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