

Position Description

Role Details

Role:	Manager, Speak Up Project
Reporting To:	Director, Media & Communications
Work Location:	Flexible Location, NSW (Potential to work in Surry Hills office, depending on public health situation.)
Status:	Part Time 21 hours per week with flexibility to work across 5 days Maximum term contract until July 2023
Award Classification:	Level 6 \$94,964 per annum (pro rata \$56,978 for 0.6FTE) plus super and salary sacrificing Social, Community, Home Care & Disability Services Award 2010

This is an **identified position for an Aboriginal and/or Torres Strait Islander person**. In this role an applicant's race is a genuine occupational qualification and is authorised by section 14 of the Anti-Discrimination Act 1997, as amended.

Role Purpose

The Manager, Speak Up Project, will coordinate all aspects of the Speak Up project, including the proactive engagement strategy, community consultation, resource production, project administration and coordination among key stakeholders.

Speak Up project is funded by an ILC grant and is a joint project of People with Disability Australia (PWDA), First Peoples Disability Network (FPDN) and Australian Centre for Disability Law (ACDL). This project will utilise a specialist team, a cultural liaison overseen by First People's Disability Network, a specialist trainer and disability advocate overseen by People with Disability Australia's Project Management team, peer educators from the local communities and a solicitor with specialist expertise in disability discrimination, as well as general areas of law, from the Australian Centre for Disability Law, to:

1. Develop and deliver culturally appropriate education/training on legal rights to Aboriginal and /or Torres Strait Islander People with Disability and their communities. It will necessarily include education and support to overcome a cultural blindness to disability and shame associated with some disabilities (e.g. Foetal Alcohol Syndrome) which discourage Aboriginal and/or Torres Strait Islander People even identifying as a person with disability. It will focus on disability and intersectional discrimination (where racial and disability discrimination overlap).

2. Self-advocacy skills will be taught in small targeted groups to Aboriginal and /or Torres Strait Islander people with disability and their supporters. Culturally appropriate resources and training material will be developed.
3. Develop and deliver culturally appropriate education/training to Aboriginal and /or Torres Strait Islander people with disability and their communities on what external assistance is available, including NDIS supports, how to know when it is required and how it can be accessed.

All three activities will include development of culturally appropriate resources and training material.

The Project Manager, Speak Up Project, will work at PWDA, and with key project staff at ACDL and FDPN, as well with external stakeholders.

Responsibilities & Main Duties

- Project manage all aspects of the Speak Up consortium project, including coordination, reporting, budgeting and liaison with key stakeholders.
- Coordinate a proactive engagement strategy, to identify and connect with Aboriginal and/or Torres Strait Islander people with disability, to assess different community legal needs.
- Establish and facilitate a project advisory group, of Aboriginal and/or Torres Strait Islander people with disability to guide the project and provide expertise on resource need and development.
- Collaborate with FDPN and ACDL in all aspects of the project.
- Development of project internal cross-organisational workplan and actions, delineated responsibilities, including monitoring and evaluation plans for different phases of the project developed
- Identify locations where project partners can undertake outreach and stakeholder engagement due to existing networks and where need for legal and rights education is required, including with a focus on justice issues being exacerbated, or emerging, in the current pandemic. Mapping of stakeholders in selected project locations.
- Desk top research with ACDL and FDPN to investigate current and emerging legal issues for Aboriginal and/or Torres Strait Islander People with Disability specific to project locations; other similar projects and initiatives (key findings and learnings); issues unique to demographics (gender, age, disability etc.); literature on legal issues that arise and where and how people currently seek support and assistance and current partnerships
- Identify locations for initial project outreach and prepare for community connector collaboration.
- Coordinate and deliver reports to the funding body.
- Provide secretariat support to the advisory and leadership groups as needed.
- Establish and maintain mechanisms for Project partner and group communication, sharing of information and other resources.
- Continue to network and build positive relationships with relevant Project stakeholders and other decision makers.

- Attend organisational activities such as PWDA staff meetings, planning meetings and team development initiatives.
- Participate in work-related professional development and training.
- Other contract, financial and administrative management duties as required.

PWDA reserves the right to alter this position description from time to time in accordance with the needs of the organisation.

Selection Criteria

Essential

- Must be of Aboriginal and/or Torres Strait Islander descent.
- Demonstrated understanding of and practical commitment to the human rights and interests of people with disability, particularly Aboriginal and/or Torres Strait Islander people with disability.
- Demonstrated project management skills, including delivering on time and budget, managing risks, monitoring, and using measurement tools.
- Demonstrated experience coordinating and facilitating programs, events and activities within a community setting.
- Demonstrated ability to develop, implement and evaluate community programs
- Experience producing detailed project workplans with KPI's, aligning deliverables to specified project outcomes.
- Excellent presentation skills- adept at conducting presentations to all levels of staff and stakeholders
- Excellent written communications skills- able to write detailed reports and present findings in an appropriate format
- Excellent interpersonal and communication skills, with the ability to liaise with a wide range of people such as their families, friends, services providers and government departments.
- Demonstrated capacity to manage time frames and competing priorities.
- Intermediate computer literacy.

Desirable

- Personal or family experience of disability.
- Previous experience in the health, community or legal services sector.

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Other Job Requirements

- Working with Children Check.
PWDA is a registered employer under the Child Protection (Working with Children) Act, 2012. The successful applicant must be approved under the Working with Children Check prior to taking up appointment.
- NSW or National Police Check.
- Travelling across NSW may be required.
- Six month probationary period.

Application Process

For more information about this role, please contact, Mel Harrison:

Email: melh@pwd.org.au

Phone: 0403 599 611

Submit your application, with your preferred contact details to Maja Bulut, HR Manager, by email on recruitment@pwd.org.au.

If you need to submit your application in an alternative format, please contact recruitment@pwd.org.au or by phone on (02) 9370 3100.

Your application needs to include:

- Your full resume, including the names and contact details of 2 professional referees.
- A letter (maximum 3 pages) outlining how you meet the selection criteria.

Applications Close at 9am Wednesday 27 January 2020

Please indicate in your application if you need PWDA to make any reasonable accommodations for you during the application and selection process for this position.

PWDA is a proud employer of people with disability, and people with disability are strongly encouraged to apply for these positions. We are an EEO employer and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.