

## Position Description

### Role Details

Role:	<b>Project Officer (Futures Fund)</b>
Reporting to:	Senior Manager Disability Housing Advocacy
Work location:	Surry Hills, Sydney Flexible working conditions can be negotiated.
Status:	Full-Time (35 hours per week) Maximum term contract role until June 2024 (with a possibility of extension, dependent on funding)
Award Classification:	Level 5 (dependent on qualifications and experience) \$93,200 per annum, plus super and salary sacrificing Social, Community, Home Care & Disability Services Award 2010

### Role Purpose

#### About the Project

The objective of the **Disability Advocacy Futures Project (DAFP)** is to ensure that there are no barriers to people with disability in NSW participating fully in the community. The DAFP will deliver **individual disability advocacy** services to all people with disability in NSW who need support to access NSW Government directly funded or provided services.

It is important to increase visibility and access to the Disability Advocacy Futures Program within the communities and specifically to promote this new service among people with disabilities. It will facilitate increasing the number of requests for advocacy. PWDA is planning an outreach program within the project to promote the services offered through the Futures program which include continued engagement with all stakeholders and increased presence within the target areas. The proposed role will facilitate the successful implementation of the outreach work.

#### About the role

- You will work closely with the Senior Manager Disability Housing Advocacy and other PWDA staff across the life of the Project.
- You will support the Manager to plan, develop and facilitate all activities to be delivered under the DAFP project including outreach activities, workshops, and client databases.

#### Key responsibilities of the role are as follows:

- In liaison with the Senior Manager Disability Housing Advocacy, plan and organise outreach visits for project staff including identification of organisations and institutions in different suburbs in the project's target areas to be visited, preparation of visit maps in google, preparation of a document for visit teams to make notes and details of each organisation visited, etc. and participate in outreach visits
- Prepare a database of organisations listed as well as visited by the teams and send follow-up emails to the organisations.
- Contact organisations listed and provide information on the project as part of outreach work.
- Assist the Senior Manager Disability Housing Advocacy in organizing workshops for different stakeholders and co-facilitate such workshops.

- Participate in community information sessions to raise awareness of the DAFP project.
- Identify, develop and maintain stakeholder and community networks, partnerships, and referral pathways promoting PWDA's DAFP support services and Individual Advocacy.
- Develop resources and content and activities which are appropriate for target groups including people with disability.
- Assist the senior manager & the advocate in building collaborative relationships with all stakeholders and increase visibility of the service with them
- Assist in the preparation of project reports to different audiences
- Participate in other Project related activities, as directed by the Senior Manager Disability Housing Advocacy.
- Participate in internal activities such as team meetings, staff meetings, training, and professional development.

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

## Selection Criteria

### Essential Criteria

- Experience working with people with disability
- Demonstrated experience in facilitation and/or training environments, with people with disability, and in project management
- Demonstrated problem-solving skills
- High-level interpersonal skills
- Intermediate computer skills
- Ability to work independently and as part of a team
- Understanding of and commitment to the social model of disability

### Desirable

- Lived or family experience of disability
- Tertiary qualifications in social sciences or related disciplines
- Previous experience in the health, community, and legal services sector
- Ability to travel within NSW

## Other Job Requirements

**Note: the following checks are mandatory and must be provided by the successful candidate before a letter of offer can be made.**

- 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.
- Police Check  
PWDA receives funding from Ageing, Disability and Home Care (ADHC), NSW Department of Families and Community Services (FACS) under the Disability Inclusion Act 2014. The successful applicant must satisfy the Police Check requirements prior to taking up appointment.
- Australian Government Covid 19 Vaccination Certificate and adherence to the PWDA Covid Vaccination Policy (3 shots in total e.g. 2 shots and the booster)
- Six-month probationary period.

## Application Process

For more information about this role, please contact: Sunil Fernando, Senior Manager Disability Housing Advocacy

Email: [recruitment@pwd.org.au](mailto:recruitment@pwd.org.au)

Phone: (02) 9370 3100 or 1800 422 015

**Submit your application** by email to [recruitment@pwd.org.au](mailto:recruitment@pwd.org.au). If you need to submit your application in an alternative format, please contact us using the contact details below.

Email: [recruitment@pwd.org.au](mailto:recruitment@pwd.org.au)

Phone: (02) 9370 3100 or 1800 422 015

Your application needs to include:

- Your full resume
- A letter which addresses each selection criteria
- If selected for interview you will need to provide contact details for two referees

**Please note:**

- Applications must **address all essential selection criteria**. Applications that have not addressed the essential selection criteria will not be considered for interviews.
- Applications close **9am, Monday 27 March 2023**.

*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.*