

“Pursuing Ordinary Lives Through Valued Roles”

Project Coordinator – Contracted Position

Position Description/Scope of Position

Reporting to Management Committee/Sub-Committee

Support the Management Committee of Foundations Forum to achieve its strategic goals by:

- increasing the number of people from a range of disability/service provider and community organisations, individuals and families attending Foundations Forum learning events by:
 - managing and keeping data-base up to date
 - developing marketing information and updating website
 - marketing learning events via a range of communication methods including fliers, website and social media platforms
 - follow-up, taking calls, registrations
 - budgeting for each event, including expenditure on subsidised registrations.
 - organizing venues, catering, equipment
 - liaison with event leaders as necessary
 - arranging travel when necessary
 - maintaining financial records
- building relationships with service providing organisations and individuals and families in NSW by:
 - developing networks and working with identified individuals who will be contracted by Foundations Forum to increase the potential of participation in learning events in agreed geographical areas by service provider and community organisation personnel, families and individuals
- supporting networks of interested people who will continue to meet to increase their potential to create change by:
 - liaising with known local individuals and organising follow-up discussion groups, breakfast or lunch meetings for participants in learning events

The work of Foundations Forum focuses on the theory and application of achieving valued roles for many groups in society who are marginalized and vulnerable, including but not limited to children and adults living with disability, elderly or frail people, people who are homeless. This position, however, focuses on increasing the participation of people living with disability and families in the work of Foundations Forum.

- aimed to build local networks who are interested in sharing ideas and furthering their potential to achieve valued roles for individuals
 - attending these follow-up events or arranging for a member of the Management Committee to attend
 - Follow-up and liaison with people attending such network meetings to encourage further participation
- increase the number of families and people living with disability who share their stories of valued roles at workshops
- identify, and liaise with, service providers or community organisations who know individuals or families who have achieved valued roles
 - build and maintain contact with such families or individuals and discover what they may need to increase their confidence in public speaking
 - ensure that follow-up is provided
 - liaise with Management Committee about people who can tell positive stories at learning events with or without support

Other duties as required.

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