
POSITION DESCRIPTION

Position:	Project Coordinator, Workforce Promotion (VIC)
Reports to:	Policy Manager (VIC)
Direct Reports:	0
Location:	Melbourne
Status:	Full time or part time (30.4 hours per week (4 days)). Fixed term contract until 31 December 2020.

Organisation Overview:

NDS is the national industry association for disability services, representing over 1,100 non-government service providers. Collectively, our members operate several thousand services for Australians with all types of disability. NDS's members range in size from small support groups to large multi-service organisations, and are located in every State and Territory across Australia.

NDS promotes the full inclusion of people with disability and this commitment is outlined in our Disability Action Plan (DAP).

Background:

NDS Victoria has funding for a short-term role to undertake promotion of jobs and careers in the disability workforce to a range of targeted cohorts. This will build upon a range of activities and resource development that has occurred in recent workforce promotion projects. The role will have a strong communications focus, to extend the reach of existing workforce promotion materials, and take advantage of opportunities provided by the current workforce environment.

Position overview:

The Workforce Promotion Project Coordinator will deliver on the Workforce Promotion project by delivering effective communications and engagement activities to a range of targeted cohorts relating to jobs and careers in the disability workforce. This broad ranging role will seek to promote the workforce opportunities in the disability sector at online career and job expos; through engagement with tertiary and TAFE institutions; via social media and NDS communications; and in a variety of other digital formats and forums.

Key roles and responsibilities:

- Co-ordinate the delivery of the NDS Workforce Promotion project, including coordinate the management, administration and reporting obligations
- Prepare an array of communications collaterals to support the NDS Workforce Promotion project
- Assist with workforce policy and advocacy intelligence gathering, and work closely with the NDS team
- Respond to member enquiries and initiate high quality support to member organisations, providing information, advice and support
- Other duties as required

Key attributes:

1. Demonstrated project management and administrative skills and proven capability to support multi-faceted projects delivered on time and on budget.
2. Demonstrated ability to develop effective communication strategies targeted to a range of audiences and appropriate to the disability sector; and write cogently for a variety of stakeholders
3. Demonstrable understanding of the disability services sector with the ability to interpret and contextualise relevant information and messages for and about the disability sector.
4. Highly developed interpersonal and communication skills including demonstrated ability to communicate effectively and maintain networks with a range of stakeholders and publicly present on workforce opportunities.
5. High level of literacy in communication and design technologies, including desktop computers, word processing, website, social media platforms and design packages.
6. Demonstrated initiative and creativity, strong organisational skills, and ability to manage multiple priorities and deadlines
7. A tertiary qualification in a related discipline

Interested applicants should send a cover letter relating their experience to each of the Key Attributes, together with their resume, to:

Human Resources Manager

Ph: (02) 9256 3104

Fax: (02) 9256 3123

recruitment@nds.org.au

Closing date is 19 July

NDS is an equal opportunity employer and encourages applications from people with disability, Aboriginal and Torres Strait Islanders, and people from culturally diverse backgrounds.