



Diversity and Disability Alliance  
22 Nelson Street  
Fairfield NSW 2165  
ABN: 34 756 597 466  
email: [info@ddalliance.org.au](mailto:info@ddalliance.org.au)  
[www.ddalliance.org.au](http://www.ddalliance.org.au)

## **Position Description: Participation Support Officer**

**Position type:** Part-time (16 hours per week), fixed-term contract until 24 February 2023

**Classification:** Social, Community, Home Care and Disability Services Industry Award 2010, Level 5

### **Position Aim:**

As an organisation, Diversity and Disability Alliance (DDAlliance) aims to utilise the expertise of people with disability (peers) and use this as the driving force within all aspects of our work. The Participation Support Officer will achieve this by enhancing DDAlliance's operations and providing practical support to peers with various experiences of disability and support requirements to actively participate and contribute in DDAlliance's internal and external activities.

### **Reports to:**

- Project Coordinator

### **Position location:**

Fairfield

### **About Diversity and Disability Alliance:**

DDAlliance is a user-led disability support organisation, run by and for people with disability from diverse backgrounds with the support of families and allies. We assist people to live the lives they choose. We are an independent, collective voice committed to diversity and full inclusion.

DDAlliance is an equal employment opportunity and affirmative action employer. This is a designated position for a person with disability.

### **Connecting Peers Cross-Culturally:**

This project builds on the pioneering work of DDA in delivering a model of peer support in culturally and linguistically diverse (CALD) communities that engenders voice, choice and control, self-determination, and valuing the expertise of people with disability.

Another aspect of this project is building DDAlliance's capacity to be able to support the active involvement and contribution of peers within all aspects of our organisation, particularly at the Board and operational level.

## **Key Responsibilities**

- Support Board members and peers to develop skills to actively participate in Board and advisory meetings, speak up, make choices and participate as DDAlliance representatives
- Support peers who have participation requirements at DDAlliance events and training sessions
- Develop accessible formats for organisational documents, communications and resources
- Develop practices and resources for DDAlliance, and the peer support groups DDAlliance works with, so that they are more inclusive
- Participate in relevant team building exercises, professional development opportunities and quality improvement processes

## **Other Duties:**

- Any other duties in line with the philosophy and objectives of DDAlliance as directed by the Project Coordinator and Board.

## **Selection Criteria – Skills & Experience**

To be successful in this role, the ideal candidate will have the following skills and attributes:

### **Essential:**

- A commitment to peer support and to the principle of “Nothing about us, without us”
- High level interpersonal, communication and negotiation skills and demonstrated ability to deal with sensitive, confidential and complex issues
- Demonstrated experience of supporting people to speak up and do things for themselves
- Knowledge of roles and procedures of boards and committees
- Ability to work autonomously and as part of a team
- Experience in using presentation software, data entry, data management and reporting

### **Desirable:**

- Lived experience of disability
- Experience in developing Easy Read or other accessible formats
- Ability to speak a language other than English

**Conditions of Employment**

Working days will generally be Monday to Friday worked between the hours of 8.30am and 6.00pm as required. After hours and weekend work will be required once a month and time off in lieu of pay is provided.

Employer superannuation contribution is 9.5%.

Appointment is contingent on a satisfactory Working with Children Check and Police Record Check.

Six months probationary period applies.