

POSITION DESCRIPTION

Position:	Project Assistant: Safer & Stronger Project
Reports to:	Project Lead
Direct Reports:	N/A
Location:	Work from home during 2020; there may be some work in the Melbourne office 2021
Status:	Full time, 38 hours per week (5 days), or 4 days per week, until June 30 2021 with the possibility of extension but no guarantee

Organisation overview:

NDS is the national industry association for disability services, representing over 1000 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:

COVID-19 presents serious challenges for disability service providers both in responding to the immediate impact of infection scenarios as well as reorienting their business models to address uncertainty and disruption in the medium and longer term. Through funding from the Victorian Department of Health and Human Services (DHHS), the Safer & Stronger Project aims to provide practical information and support to Victorian disability service providers on Infection Control and Business Continuity to enable services to effectively respond to COVID-19 and emerge as stronger organisations delivering high quality services to people with disability.

Position Overview

We are looking for an organised Project Assistant to provide administrative and technical support to the Safer & Stronger project team.

Key roles and responsibilities

- Contribute to project goals as an active team member, participate in planning and communications with the project team as required
- Work closely and cooperatively with Safer and Stronger team members and other NDS staff to provide high quality and timely administrative and technical support
- Provide high quality, timely and practical event coordination and technical support for online events and meetings including:
 - Set-up and coordination of digital platforms (such as Zoom, Microsoft Teams, One Drive and Google Docs.
 - Preparation of materials and other administrative or logistical support as required
 - Assist in the coordination of scheduling, attendance, circulation of calendar invitations, agendas, promotions, minutes and reports
- Provide administrative support for working groups, reference groups other networks as directed
- Maintain database of project queries, requests, priorities and service provider feedback, and respond to or escalate enquiries from disability service providers and stakeholders to relevant project team members in a timely fashion
- Perform a range of routine and ad-hoc data entry and data management tasks
- Assist with the development, curation and dissemination of tools and resources for disability service providers across different settings
- Support team members with trouble-shooting of technical applications
- Provide administrative support for project reporting and evaluation tasks as required,
- Ability to work in a constantly changing environment with flexibility to move between priority tasks as they arise
- Other duties as agreed.

Key selection criteria

Essential

1. Administrative skills including organisational, task and time management skills; the ability to organise multiple activities, meet deadlines, function independently as well as take direction.
2. Technical skills in working across online platforms including Zoom, Microsoft Teams, One Drive and Google Docs.
3. Good written and verbal communication and customer service skills.
4. Data entry skills and demonstrated attention to detail including:
 - a. A high level of proficiency in Microsoft Excel, Word and Outlook
 - b. Strong online research skills
5. Initiative and ability to contribute potential solutions to problems and demonstrated experience working cooperatively within a team.

Desirable

1. Commitment to principles of social justice and interest in working in the disability sector
2. Experience using the following software applications and/or platforms or ability to learn: Geo Mapping, Podcast platform Whooshkaa, Interactive PDFs, video and animation applications, polling software
3. Experience in, or ability to learn, producing information in accessible formats.
4. Degree in related field, or progress towards a degree