**Position Description**

**Position Title: Inclusion Projects Officer**

**Position Aim:** To empower and improve the lives of people with disability

through facilitating a range of projects and inclusion activities.

**Reports to:** Manager, Inclusion Projects

**Direct Reports:** Nil

**Key Relationships:** Internal – Chief Executive Officer, Senior Managers and Managers, Members and other staff.

External – People with disability and families/carers and supporters, community service providers, government and non-government organisations; project partners as identified and any other key stakeholders

**Award Placement:** Level 5 - Social, Community, Home Care and Disability Services (SCHADS) Award.

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| **Position Status:**  | Full Time or Part Time or Casual  |
| **Hours of Work:**  | Flexible, between office hours 8am-6pm  |
| **Position Location:**  | Greater Sydney RegionPossible intrastate travel  |
| **Conditions of** **Employment**  | Salary packaging available. Employer superannuation contribution is 9.50%. Appointment is contingent on a satisfactory Police Record Check and Working with Children Check.  |
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# About Council for Intellectual Disability (CID)

CID is a peak body representing the rights and interests of people with intellectual disability in NSW.

CID undertakes advocacy, information provision and projects that advance the rights of people with intellectual disability.

# Role Responsibilities

* Facilitate engaging and inclusive workshops and sessions for various participant groups (people with disability, family members, staff of government agencies, and staff of disability services) including some logistics.
* Develop resources, content and activities which are appropriate for people with disability, including those with high support needs.
* Develop, implement and evaluate project plans in coordination with the Manager, Inclusion Projects and other relevant stakeholders.
* Flexibility to work both one-on-one and in large group setting with people with disability and their families as the situation requires.
* Where required undertake community engagement activities at expos, local community networks, events.
* Develop and maintain effective communication networks with internal and external stakeholders to ensure the efficient and timely exchange of information and the achievement of project outcomes.
* Ongoing monitoring, recording and evaluation of data and processes to allow for continuous improvement.
* Support the participation of people with intellectual disability in CID's work.

# Essential Selection Criteria – Skills & Experience

* Demonstrated commitment to the human rights of people with disability and the principles of participation and inclusion.
* Demonstrated experience in facilitation and/or training environments, with people with disability.
* Well-developed interpersonal, communication, facilitation and negotiation skills.
* Demonstrated understanding of the importance of supporting people to speak for themselves
* Demonstrated experience in productive working relationships with colleagues to achieve required outcomes.
* Willingness and ability to travel.
* Excellent computer literacy including in Microsoft Office.

**Aboriginal and Torres Strait Islander people and people with disability or living with mental illness are strongly encouraged to apply.**

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| **Signed by CID Representative**  | **Signed by Employee**  |
| Signature:  | Signature:  |
| Date:  | Date:  |