

POSITION DESCRIPTION

POSITION TITLE	LGBTI Disability Social Inclusion Coordinator
LOCATION	Sydney (National LGBTI Health Alliance) WeWork, Level 4 100 Harris St, Pyrmont, NSW 2009.
CLASSIFICATION	Social, Community, Home Care and Disability Services Industry Award 2010 Social and Community Services Employee Level 5 76 hours per fortnight (Job Share will be considered)

ABOUT THE TEAM

The Information Linkages and Capacity Building program provides grants to organisations to deliver programs for people with disability. The Our Voices, Our Lives, Our Way project is a joint initiative between the National LGBTI Health Alliance (the Alliance) and National Ethnic Disability Alliance (NEDA).

ABOUT THE ALLIANCE

The National LGBTI Health Alliance (the Alliance) is the national peak health organisation in Australia for organisations and individuals that provide health-related programs, services and research focused on lesbian, gay, bisexual, transgender, and intersex people (LGBTI) and other sexuality, gender, and bodily diverse people and communities. As the national peak body for LGBTI health in Australia, our mission is to provide a national focus to improve health outcomes for LGBTI people through policy, advocacy, representation, research evidence, and capacity building.

The National LGBTI Health Alliance is an Equal Opportunity Employer and as such, we encourage LGBTI people with disability to apply for this role.

All roles at the Alliance place the needs of LGBT Aboriginal and Torres Strait Islanders, BrotherBoys and SisterGirls as a priority across all of our programs. It is a requirement that all staff ensure that all aspects of their work that LGBT Aboriginal and Torres Strait Islanders, BrotherBoys and SisterGirls are considered and incorporated.

ABOUT NEDA

National Ethnic Disability Alliance (NEDA) is a national Disabled People's Organisation (DPO) that advocates federally for the human rights of people with disability, and their families, from migrant and refugee backgrounds.

NEDA is a founding member of Disabled People's Organisations Australia (DPOA).

As a disabled person's organisation (DPO) governed by people with disability from migrant/refugee backgrounds, NEDA strongly encourages applications from CALD (culturally & linguistically diverse) people with disability.

Additionally, NEDA is seeking applications from non-CALD people with disability and from people from migrant/refugee backgrounds. Applicants must hold the right to work in Australia.

ROLE OBJECTIVE

The project's aim is to increase social connection, self-advocacy, volunteering and community engagement through individual capacity building across LGBTI People with Disability (PWD) communities in Australia.

The core focus of this role is to ensure the Alliance and NEDA delivers the objectives specified in the Information, Linkages and Capacity Building (ILC) funding grant. The work of this role is guided by the key performance indicators in the Alliance's program contracts.

The LGBTI Disability Social Inclusion Coordinator's objective will be to:

- Lead a small team
- Engage in a unique social inclusion program of activities to build on the existing skills of LGBTI people with a disability (PWD), allow them to participate in self advocacy and navigate the system.
- Develop a training module which will focus on building individual and group-based skills through peer support, mentoring, and volunteering skills.

The training will be designed to strengthen LBBTI PWD's existing knowledge, build their skills and confidence to set, self-manage and achieve personal goals and to participate in social, economic, and civic life.

- Collaborate across State and Territory jurisdictions to create meaningful and transformative activities that will link LGBTIPWD across Australia and result in an increase in social connection, self-advocacy, volunteering and community engagement.

REPORTING OBJECTIVE

This position reports to the Programs Coordination and Capacity Building Manager.

The LGBTI Disability Social Inclusion Officer reports to this position.

PRINCIPAL DUTIES

- Establish relationships with potential project partners, including LGBTI people living with a disability.
- Effectively collaborate and communicate with key internal and external stakeholders specific to LGBTI health and disability services.
- Maintain knowledge of the National Disability Insurance Scheme (NDIS) and use this knowledge to build the Alliance's capacity to engage in the NDIS service system.
- Coordinate the development and implementation of the Our Voices, Our Lives, Our Way project to achieve project objectives.
- Manage the Our Voices, Our Lives, Our Way project to ensure the project is delivered to the highest standards.
- Coordinate project milestones according to key outcome measures in funding agreement/s.
- Develop resources based on funding agreement/s specifications.
- Conduct research relative to the social inclusion needs of LGBTI people living with a disability.
- Ensure co-design principles are embedded throughout each stage of the project/s.
- Undertake evidence-based research to develop the project resources.
- Ensure developed training materials reflect the principles set out in the National Standards for Disability Services.
- Identify and mitigate any project risks and proactively manage risks.
- Actively contribute to the development and implementation of organisational policy, particularly within your areas of responsibility and accountability.
- Identify and act on opportunities to engage with other Alliance programs to ensure there is synergy across the teams.
- Ensure that the team complies with organisational directives, relevant legislation and regulations, codes of practice/ethics and organisational policies and procedures.
- Work within the project/s budget.
- Actively participate in and contribute to an ongoing process of supervision, team meetings, general staff meetings, quality improvement and professional development strategies.
- Perform other duties to assist with the work of the project/s as requested by your line manager (or designate).
- , act impartially and use influence and negotiation to effectively mediate and devise workable solutions for any project challenges.
- This position may involve work outside normal business hours, e.g. occasional evening teleconferences and work required to meet critical deadlines.
- Maintain a clean and safe workspace and abide by workplace health and safety policies and all other Alliance policies and procedures.

- Occasional travel within Australia may be required – where there are barriers, alternative arrangements can be negotiated.
- Undertake other tasks as requested.
- Adopt continuous learning and improvement processes in all aspects of the position.
- Understand, implement, participate and promote the Alliance’s Policies and Procedures, and Workplace Health and Safety (WHS) objectives, processes and procedures.

KEY SKILLS & EXPERIENCE

Qualifications

- Tertiary qualifications with relevant experience in relation to disability, social inclusion education, social science or other relevant fields.

Experience Required

- Lived experience of disability.
- Demonstrated experience in project management, specific to the implementation of disability programs and / or resources.
- Experience of working effectively and collaboratively in a small team environment, with minimal supervision.
- Experience in managing and mentoring a small team.
- An in depth understanding of the National Disability Insurance Scheme.
- Demonstrated understanding of and commitment to the health and human rights of LGBTI people and disabilities.
- Demonstrated understanding of the workings of government (Commonwealth and State/Territory).
- Understanding of the LGBTI government and non-government health sector.
- Understanding of the economic, social and political needs of LGBTI people living with a disability.
- Knowledge of co-design principles.
- An in-depth knowledge of the social model of disability.

Computer Skills

- Good IT skills including use of Microsoft Office365.

Aptitude & Interpersonal Skills

- The ability to ensure sensitive, responsive program development, implementation and evaluation.

- Ability to communicate and engage with advisory groups, sector representatives and people with a disability.
- Strong initiative and self-motivation and ability to work autonomously and as part of a team.
- Proven innovative thinking and problem-solving skills,
- Demonstrated skills in working effectively, productively and collaboratively in a team both with the Alliance, its member organisations and other organisations with minimal supervision.
- Strong initiative and self-motivation and ability to work autonomously and as part of a team.
- Understanding of and commitment to the health and human rights of LGBTI people and communities.
- Excellent administrative and organisational skills and the ability to work with a demanding workload in a timely way.

KEY PERFORMANCE INDICATORS (KPIs)

- Member service and satisfaction, servicing both internal and external clients/members (customer, staff, member, stakeholder feedback).
- Satisfactory achievement of ongoing targets, goals and objectives as set and agreed with the Executive Director and the Organisation.
- Accuracy of data entry, filing, documentation and information management within the Organisation's database and systems.
- Responding to and answering telephone calls, enquiries and emails within set timeframes and dealt with in accordance with Organisational standards.
- Preparing, completing and submitting documentation and reports in accordance with Organisational standards and timeframes.
- Coordinate the development and delivery of high-quality programs within agreed timeframes to meet the objectives and standards expected of the Organisation.
- Activities undertaken are fully compliant with statutory, commercial and legal requirements.
- Timely identification and mitigation of Company related risks.
- Management, supervision, utilisation, development and engagement of staff reporting to the position including effective performance management.
- Following of instructions and completion of tasks in a timely, accurate and efficient manner which meet the requirements of the organisation, members and required regulatory standards.
- Following, utilisation and promoting of Organisational Policies and Procedures, Organisational Core Values and Work Health and Safety (WHS) requirements.



Signed by the Executive Officer: _____ Date: _____

Signed by Employee: _____ Date: _____