

## **Position Description: Project Support Officer**

**Position type:** Part-time (4 days per week), fixed term contract until 31 August 2022

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

**Position location:**

Fairfield (with work from home arrangements as necessary due to the COVID-19 pandemic)

**Position Aim:**

To provide project support to the Project Coordinator in project planning, implementation and evaluation. To undertake promotion and development of peer mentoring in CALD communities including supporting peer facilitators and mentors to lead peer events and training, deliver one-on-one mentoring sessions, organising and coordinating logistics, and documenting project activities and outcomes.

**Reports to:**

- Project Coordinator

**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.

**The Project:** Powerful Peers - Lived Experience Mentoring

This project will deliver peer mentoring training and develop one-on-one mentoring relationships for people from culturally and linguistically diverse (CALD) backgrounds with disability.

People with disability will have the opportunity to utilise their expertise, strengths and skills as valued tools to support peers and build the peer movement through peer mentoring.

**Key Responsibilities**

- Work collaboratively with staff, peer facilitators and peer mentors to deliver project outcomes.
- Support peers to reach and work with other people with disability, families, allies and communities.

- Support peer facilitators and peer mentors in the preparation and the delivery of peer events, training sessions, and one-on-one peer mentoring sessions.
- Undertake logistics in relation to promoting and organising peer events.
- Provide administrative support to peer facilitators and peer mentors including record management and documentation.
- Undertake accurate and timely project documentation including recognising, capturing and recording project processes and achievements.
- Participate in relevant team building exercises, professional development opportunities and quality improvement processes.
- Support DDAlliance to develop and maintain effective relationships with community groups, and key stakeholders to ensure successful project delivery

**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”
- Experience in working alongside people with disability
- Excellent listening and communication skills
- Ability to work autonomously and as part of a team
- Proven ability to manage a broad range of activities and respond to specific issues within a short period of time
- Experience in using presentation software, data entry, data management and reporting

**Desirable:**

- Lived experience of disability
- 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. Occasional out of hours weekend work may be required 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.