



Position Description

Position title:	Manager, Inclusion Projects
Position aim:	To develop, plan, oversee and manage the delivery of a broad range of projects and inclusion activities consistent with IA's purpose and strategic plan.
Position status:	Part-time, 0.8 Full Time Equivalent (30.4 hours per week)
Contract expiry:	30 June 2022
Position location:	Remote working from home (excellent internet connection required)
Award placement:	Level 7, Social, Community, Home Care and Disability Services (SCHADS) Award
Hours of Work	Flexible, between office hours 7:30am and 6pm
Reports to:	CEO
Direct reports:	Project Coordinators
Key relationships:	Internal – CEO, Managers, Coordinators and other staff External – People with disability and their families and supporters, IA member organisations, partner organisations, funding bodies.
Employment conditions:	Salary packaging available Employer superannuation contribution – currently 9.5% Appointment is contingent on an ongoing satisfactory Police Record Check and Working with Children Check.

About Inclusion Australia (NCID)

Inclusion Australia is a national Disability Representative Organisation representing the rights and interests of Australians with intellectual disability and their families.

Inclusion Australia undertakes systemic advocacy, project, information and communication activities that advance the rights and interests of people with intellectual disability.

Duties & Responsibilities

- Contribute to development of IA strategic plan and operational plan.
- Provide high level advice to the CEO about strategic opportunities to deliver on the IA strategic plan with an organisational approach to evaluation.
- Plan and direct the work of the Inclusion Projects team, supervision model is collaborative.
- Manage and deliver projects in line with contract deliverables and project budgets.
- In partnership with the Manager, Inclusive Policy & Practice, ensure the delivery of projects and inclusion activities is in line with a number of practice frameworks including human rights, person centred, participatory and inclusion.
- Work with the Operations Manager to coordinate reporting to the IA Board, CEO and external funding bodies in line with contract deliverables.
- Support the participation of people with intellectual disability and their families in IA's work.

Selection Criteria – Qualifications, skills & experience

- Demonstrated commitment to the human rights of people with intellectual disability and the principles of participation and inclusion.
- Significant experience in and relevant tertiary qualifications to the delivery of projects and services to people with disability, preferably intellectual disability.
- High level interpersonal, communication and negotiation skills and capacity to problem solve.
- Significant experience leading and managing teams.
- Ability to achieve results and operate effectively in a dynamic environment of organisational change, ongoing sector reform and competing demands.
- Demonstrated experience in productive working relationships with colleagues, funding bodies, peer organisations and stakeholders to achieve required outcomes.
- Excellent computer literacy including Microsoft Office (especially Teams)
- Personal or family experience of disability is highly regarded.