



## POSITION DESCRIPTION

**POSITION TITLE:** Citizen Advocacy Assistant Coordinator  
Side By Side Advocacy Incorporated

**POSITION GRADE:** Level 4 SCHADS Modern Award  
6 month contract  
14 hours per week

**REPORTS TO:** Executive Officer

### ROLE PURPOSE:

In conjunction with the Program Coordinator, the Assistant Coordinator is responsible for the implementation of Citizen Advocacy in the Ryde and Hunters Hill LGAs. This involves seeking out people with intellectual disability who need advocates, recruiting appropriate community citizens to form one to one relationships via orientation and matching, providing support as is required to Citizen Advocacy relationships. The Assistant Coordinator will understand the principles and philosophy of the Citizen Advocacy movement and will follow, personally model and be able to communicate these values.

### Summary of key responsibilities:

1. Recruiting Citizen Advocates
2. Making Citizen Advocacy matches
3. Providing follow up and support for Citizen Advocacy relationships
4. Assisting in identification, development and distribution of orientation and training resources for program participants
5. Identifying and developing community and interpersonal networks
6. Informing community members about Citizen Advocacy both 1:1 and via group presentations
7. Creating promotional materials to inform community members about Citizen Advocacy
8. Other tasks such as attending meetings, completing reports, record keeping as required

### Essential Criteria:

1. Demonstrated understanding and commitment to addressing the rights and needs of people with disability and insight into the social vulnerability of people with intellectual disability
2. Demonstrated commitment to the principles embodied in the United Nations Convention on the Rights of Persons with Disability
3. Excellent oral communication skills with experience speaking to diverse audiences
4. Excellent written communications skills with experience writing for diverse audiences
5. Demonstrated networking skills including the ability to build and maintain working partnerships and relationships
6. Problem solving skills

7. Demonstrated knowledge of trauma informed practice and/or willingness to undertake appropriate training
8. Demonstrated ability to work both independently and collaboratively in a small team
9. Experience using Microsoft Office
10. A willingness to work flexible hours as required
11. Current driver's license and use of a comprehensively insured vehicle or access to private transport
12. The right to work in Australia
13. Evidence of satisfactory outcome of Police Check and Working with Children Check

**Desirable Criteria:**

14. Experience working with people with intellectual disability
15. Advocacy Experience
16. Suitable tertiary qualifications such as legal, social sciences or community development