

## Position Description

Position	Engagement Coordinator – Disability Royal Commission
Reports to	National Manager – Systemic Advocacy, Insight & Research
Direct Reports	Volunteers & Consultants as required
Term	Maximum term contract 12 months
Start Date	TBC
Location	Designated workplace - Melbourne Office Remote work permitted
Hours of Work	22.5 hours per week (45 per fortnight) Worked from Tuesday to Thursday
Date PD Approved	August 2021
<p><b>Position Summary</b></p> <p>AFDO has received funds from the Federal Attorney General's Department to undertake work to support the DRC over its life and ensure the promotion to and engagement of people with disability. AFDO has also received funding for a similar role to be performed by AFDO National Members who are not funded directly for this work.</p> <p>The Engagement Coordinator – DRC works closely with AFDO's DRC Strategy Group to ensure the voices of individuals with disability are heard by the DRC. The Engagement Coordinator supports the Group by keeping abreast of DRC challenges and requirements and collaborating on AFDO's response. The Group is made up of the CEO, Expert DRC Advisor and the National Manager.</p> <p>The Coordinator liaises with AFDO member organisations to promote the work and hearings of the DRC and support them to undertake submissions and encourage their members to submit statements and evidence.</p> <p>This role also collects, analyses and reports on data from AFDO member organisations.</p>	

## Responsibilities

### 1. Stakeholder Engagement

- Act as the main point of contact for all DRC matters for AFDO staff and member organisations
- Work with the DRC Strategy Group to develop and implement an engagement plan to identify, encourage and support people with disability to participate in the DRC hearings
- Maintain and develop relevant networks, partnership and contacts of disability-specific and mainstream Community Service agencies working on DRC issues
- Work alongside people with disability to tell their story to the DRC (including written, oral or other style of submissions or private sessions)
- Liaise closely with AFDO member organisations to support them and their members to make DRC submissions
- Draft relevant articles and regular newsletters on the DRC and critical issues for distribution to AFDO member organisations and people with disability
- Organise meetings and other events for AFDO member organisations on DRC matters (including logistics such as venue and meeting supports, AV hire, online access and accessibility for attendees)
- Liaise with the Executive Assistant and Communications Officer to maintain social media and websites with accurate DRC information and media releases
- Assist AFDO DRC management in developing themes, concepts and strategies on the DRC

### 2. DRC Strategy Group Coordination

- Manage the schedule of DRC Strategy Group meetings
- Prepare agendas, organise all logistics and participate in the DRC Strategy Group meetings
- Minute DRC Strategy Group meetings and manage action lists
- Prepare reports on the DRC Strategy Group's operations as required

### 3. DRC Support & Reporting

- Maintain oversight of the timetable of hearings by the DRC and provide updates or advice to the DRC Strategy Group and AFDO member organisations
- Coordinate AFDO's response to all DRC issues
- Manage incoming email correspondence and draft responses on behalf of relevant management when required or forward to the relevant person for attention/response
- Draft reports, presentations, letters, and other documents as required
- Monitor issues concerning the DRC and keep AFDO DRC management informed
- Maintain an up to date online centralised electronic filing system for all DRC activity and stakeholder engagement activity
- Maintain and distribute information on the DRC as required
- Monitor and coordinate reporting for AFDO and the AFDO funded members to the funding body
- Advise AFDO DRC management of any funded member organisation which are not reporting or are providing insufficient reporting on their activities

### 4. General Responsibilities

- Supervise the workload and tasks (as required) of any volunteers or consultants utilised for special projects
- Undertake other tasks as directed by management in keeping within the scope of this role

## Responsibilities and Key Decision Making in this Role

- Diary/calendar management and prioritising meetings
- Managing payments for AFDO member organisation funded through AFDO to undertake DRC work as per their Agreement
- Checking incoming invoices for authorisation by CEO via P&EA
- Calling for agenda items and collecting reports for upcoming internal meetings
- Making decisions concerning:
  - travel and accommodation costs
  - meeting costs such as venue, catering, A.V. hire, interpreters, captioning etc.
  - stationery and external printing costs.

## Key Attributes

- This position is only available for those who identify as a person with disability as allowed under 'special measures' of the Equal Opportunity Act 2010; you need to outline how you meet this requirement
- Five years' experience in a similar role within or outside of the sector
- Demonstrated commitment to social justice for people living with disability
- Outstanding stakeholder engagement skills with the ability to effectively connect with, communicate with and support a diverse range of people
- Ability to convey complex information to diverse stakeholders, including people with disability
- Excellent written communication with experience drafting reports and other documents
- Ability to manage tasks, set priorities, organise work and achieve objectives within timelines and budget
- Ability to work in a sensitive, complex and demanding environment
- Ability to work both independently and collaboratively within a team
- Demonstrated administrative and project management skills
- Strong computer literacy with experience in managing databases
- Relevant qualifications would be an advantage
- Ability to maintain productivity in a remote working environment
- Suitable remote working facilities (ie, working from home facilities)

## Employee Understanding & Acceptance

Authorised by Ross Joyce Chief Executive Officer

Accepted by **Do not sign**  
**Only required by the successful**  
**applicant** signature

Date

NB: Your signature on this position description signifies an understanding and acceptance that the content contained forms an integral part of your employment terms and conditions.