

## **POSITION DESCRIPTION**

<b>Position title:</b>	L'Arche Community Leader
<b>Responsible to:</b>	L'Arche Brisbane Board
<b>Approval date:</b>	October, 2020
<b>Review date:</b>	October 2024
<b>Status:</b>	Full-Time
	SCHADS Award 8.1 (plus Super 10% and 4 weeks leave loading)

The Community Leader is responsible, under the direction of the Board, and with the support and supervision from the Deputy National Leader and Board Chairperson, for:

- Leading the Community of L'Arche Brisbane as a faith based community in fulfilling the L'Arche Identity & Mission while adhering to its governance principles (Appendix A);
- Living the role of Community Leader in the L'Arche Community and facilitating community events and;
- Serving the Community to ensure that it is an efficient and viable organization that operates in legal and statutory parameters.

### **Key responsibilities and duties**

- Acknowledging the Community as one of faith, welcoming people of all faiths, provide leadership to fellow community members and people in paid roles, in fulfilling the L'Arche Identity & Mission while adhering to its Charter and values.
- Develop and implement innovative programs to enhance Community life.
- Develop and manage the delivery of high-quality disability support services to members living with the experience of a disability and their families in line with the requirements of the National Disability Insurance Scheme.
- Coordinate and facilitate community gatherings and attract people to join the Community.
- Structure workload responsibilities and duties to incorporate a rhythm of life that builds your community member relationships through an active presence in households.
- Provide direct support to members living with the experience of a disability.
- Under the broad direction of the Board, ensure the efficiency and viability of the organisation, and in particular:
  - Support the Board in developing and implementing the strategic plan,
  - Develop, implement and report on the business plan and budget approved by the Board,
  - Support the community to develop the Strategic Plan.

- Lead and support staff in delivering programs and activities, and in participating in the life of the community.
- Work with the Deputy National Leader, Community Council and members of other L'Arche communities to support the growth of community and spiritual life in L'Arche more broadly.
- Ensure that all Community activities comply with L'Arche rules, policies and procedures and with the law.
- Undertake other activities to advance the L'Arche Identity and Mission, at the request of the Board.

### **Selection criteria**

- An understanding of, and commitment to the L'Arche Identity and Mission or a willingness to develop an understanding.
- A demonstrated commitment to the L'Arche model of community life, or a willingness to make that commitment to living the role of Community Leader.
- An understanding of, and ability to promote, the valued place in society of people with intellectual disabilities.
- Demonstrated leadership, management skills and experience in leading a community organisation in the area of disability and in particular, demonstrated:
  - Ability to lead change.
  - Ability to manage significant administrative and financial responsibilities.
  - Ability to delegate authority, exercise accountability and work collaboratively within a community organisation and with its stakeholders.
  - Ability to show respect, trust, openness, inclusion and unity.
  - Ability to navigate the National Disability Insurance Scheme (NDIS) landscape.
  - Understanding the NDIS Audit Process.
- Excellent oral and written communication skills and the ability to build productive internal and external working relationships.
- Ability to confidently promote L'Arche publically to the wider community.

### **Qualifications**

- Relevant tertiary qualifications are desirable.
- At least five years' experience in roles with significant responsibilities in organisational leadership, management and accountability in the area of disability
- Current Australian Driver's license or ability to acquire license.
- First Aid Certificate and Positive Notice Card.

The Board of L'Arche Brisbane has approved this position description.

Name: Nigel Lewin Chairperson

Date: October, 2020



## APPENDIX 1

### Our Identity

*We are people, with and without intellectual disabilities, sharing life in communities belonging to an International Federation. Mutual relationships and trust in God are at the heart of our journey together. We celebrate the unique value of every person and recognize our need for one another.*

### Our Mission

In our local communities, in our countries and at the Federation level, we work together to:

- *Make known the gifts of people with intellectual disabilities revealed through mutually transforming relationships.*
- *Foster an environment in community that responds to the changing needs of our members, while being faithful to the core values of our founding story.*
- *Engage in our diverse cultures, working together towards a more human society.*

### Our Governance

The principles of governance in L'Arche, based on 50 years of experience and re-affirmed through the international Constitution, guide our practices.

- **Servant leadership:** Roles and structures of the Federation are at the service of the mission. People are called to leadership for limited terms after discernment processes. Those in authority gain wisdom through listening and taking counsel.
- **Partnership:** Trust and collaboration operate freely within L'Arche. The structures are to foster that dynamic and embrace the partnerships among the spiritual, legal, financial, and communal elements.
- **Subsidiarity:** Matters affecting L'Arche are dealt with at the most appropriate level closest to the people affected, and only when they cannot be solved in that context are they referred to another level.
- **Accountability:** Those who hold specific responsibility and authority in L'Arche must be accountable to report back to the individual(s) or body through whom authority was given. Accountability is about being responsible and being linked to the wider body. It is also about taking responsibility for the consequences of one's actions.
- **Participation:** Effective communication is essential in L'Arche. Processes are defined, published, and open. They include people with and without intellectual disabilities.
- **Inculturation:** L'Arche communities live in various cultures. L'Arche embraces this diversity while engaging in an on-going process of reciprocal and critical interaction, adaptation and challenge.
- **Solidarity:** All in L'Arche share a common humanity and a fundamental equality. We have a shared responsibility for each other and are committed to the common good.