POSITION TITLE:	Community Impact Manager
REPORTS TO:	Chief Executive Officer
LOCATION:	Collingwood and flexible working arrangements
STRUCTURE:	Full time - fixed term

CYDA'S VISION AND PURPOSE

Children and Young People with Disability Australia (CYDA) is a not-for-profit organisation and is the national representative organisation for children and young people with disability aged 0 to 25 years.

Our vision is that children and young people with disability living in Australia are valued and living empowered lives with equality of opportunity; and our purpose is to ensure governments, communities, and families, are empowering children and young people with disability to fully exercise their rights and aspirations. We do this by:

- Driving inclusion
- Creating equitable life pathways and opportunities
- Leading change in community attitudes and aspirations
- Supporting young people to take control
- Calling out discrimination, abuse, and neglect.

Our work is guided by our 'Strategic Plan 2020-2024' which outlines our strategic directions.

POSITION OVERVIEW

The purpose of this role is to change community attitudes, drive inclusion and maximise and measure CYDAs impact with our members, stakeholders, and the community. This position provides leadership for CYDA's collective impact and oversees a team of staff. The Community Impact Manager plays a key role in supporting the CEO in expanding the reach of CYDA's Strategic Plan. This involves supporting key strategic projects and building strong relationships to achieve the goals of CYDA.

The Strategic Plan emphasis of this role includes:

- Drive inclusion
- Create equitable life pathways and opportunities
- Lead changes in community attitudes and aspirations
- Call out discrimination, abuse, and neglect.

This Position Description is intended as a guide to the performance of your duties and is not an exhaustive list of everything you are required to do when carrying out your duties. In addition to the Accountabilities and KPIs detailed below, you may be required to perform additional duties that are considered within your role and skill level.

This role will be predominantly located at CYDA's Collingwood office. CYDA is committed to flexible working and has a Flexible Working Policy and Procedure.

KEY RESPONSIBILITIES

Collective Impact

- Build and establish new collaborations across the private, community and disability sectors and government to drive social change and community attitudes for children and young people with disability.
- Deliver a range of community impact and capacity building initiatives that align with CYDA's Strategic Plan.
- Deliver innovative strategies, programs and campaigns to drive inclusion and ensure that communities have high expectations and aspirations of children and young people with disability.
- Represent CYDA on external committees, at public forums and in meetings with senior representatives of government and industry. Identify opportunities for CYDA or for young people with disability to participate in processes to raise awareness and change attitudes.

Program Management

- Manage a range of key CYDA projects and coordinating networks and stakeholder relationships.
- Provide management support to your team members, including supervision, professional development, monitoring of work plans, and reporting.
- Support the CEO in identifying new revenue opportunities and develop funding submissions for new community impact initiatives.
- Explore and implement innovative ways of engaging children and young people with disability and families in our work through membership and campaigning.
- Contribute to CYDAs operations through effective staff management and contribution to our vision and strategic goals.

Financial Management

- Manage the project budget accurately, prudently and in accordance with organisational policies and procedures.
- Ensure the project budget is accurate and is reviewed and approved by the Management Group.
- Ensure all relevant stakeholders understand and adhere to the project budget.
- Effectively manage the budget in line with all relevant legislation and regulations.
- Provide regular reports on the financial outcomes of projects.

Leadership and Future Direction

- Seek opportunities to promote existing projects to internal and external stakeholders to ensure the ongoing success and growth of existing and new projects.
- Represent CYDA and the CEO at events, meetings and in other mediums

KEY INTERNAL AND EXTERNAL STAKEHOLDERS

Management Group	Provide relevant and prompt updates on portfolio of work. Seek approval on project plans and budgets.
Project groups	Provide all project information to stakeholders promptly and professionally.
Direct reports	Management support to staff. Ensure all information is disseminated to direct reports as required so effective support can be provided.
External stakeholders	Effective collaboration with Disability Advocacy/Representative Organisations and other stakeholders and partners to ensure optimal joint advocacy and collective actions/impact.
CYDA staff	Contribute to CYDA's culture and collaborative work environment.

SELECTION CRITERIA

Qualifications

- Relevant tertiary qualification and/or post graduate qualification would be an advantage.
- Recent trauma informed / response training is highly regarded, ideally in the past 12 months.

Experience

- Lived experience of disability or family experience of disability is a preference.
- Comprehensive understanding of the issues facing children and young people with disability and their families/caregivers is an advantage.
- Experience in managing complex projects, particularly community/social impact projects.
- Strong political judgement and a demonstrated ability to both drive advocacy outcomes and maintain long-term relationships with government and other stakeholders.
- Understanding and experience of how to engage and work with people with disability, including those with diverse needs and/or backgrounds.
- Experience managing and coaching team members.

Capabilities

- Demonstrated commitment to a rights-based approach to disability advocacy and awareness of the diversity within disability.
- Strong interpersonal, relationship building and networking skills and the ability to build rapport and maintain effective working relations with a diverse range of people.
- Excellent organisational skills with flexibility to prioritise a range of competing demands and work to deadlines.
- High level written, conceptual and analytical skills.
- Established networks in government and disability, child and family, youth, social services and/or education sectors would be highly regarded.

SALARY AND CONDITIONS

This position is a Level 8 position as specified by the Social Community, Home Care and Disability Services Industry Award. Generous salary packaging is available.

Conditions of employment are set out in the Employment Agreement and generally align with those available in the community services industry. A probationary period of six months forms part of the Employment Agreement.

OTHER RELEVANT INFORMATION

An offer of employment is subject to obtaining a satisfactory National Police Records Check and Working with Children Check.

TO APPLY

To apply for this position please send your application to info@cyda.org.au by **8am Monday 11th October 2021**. Applications should include:

- a cover letter addressed to Mary Sayers, Chief Executive Officer
- a statement addressing the selection criteria
- your current CV / resume.

Applications provided in other formats due to access needs will be considered, please contact us to discuss this.

For accessibility enquiries or any further information please contact CYDA on 03 9417 1025 or info@cyda.org.au.