



Position Description

Position title:	Project Coordinator – Your Service, Your Rights and NT
Position aim:	To coordinate the Your Service, Your Rights National Rollout project and assist with the delivery of Inclusion Australia's national projects in the Northern Territory
Position status:	0.8 – 1.0 Full Time Equivalent (30.4 – 38 hours per week)
Start date:	January 2022
Contract expiry:	January 2023 (12-month contract)
Position location:	Darwin. Applicants in other NT locations may also apply. Remote working from home (excellent internet connection required) and local office. Territory-wide and interstate travel may be required.
Award placement:	Level 5, Social, Community, Home Care and Disability Services (SCHADS) Award
Hours of Work	Flexible, between office hours 7:30am and 6pm (ACST)
Reports to:	Manager, NT Networks and Projects
Direct reports:	Project Officer/Facilitator and Inclusion Advisors
Key relationships:	Internal – Managers, Coordinators, Project Officer/Facilitator and Inclusion Advisors External – People with disability and their families and supporters, IA member organisations, project steering group, partner and research & evaluation organisations.
Employment conditions:	Salary packaging available Employer superannuation contribution – currently 10% Appointment is contingent on the following: <ul style="list-style-type: none">• Ongoing satisfactory Police Record Check• Working with Children Check• Employees must be fully vaccinated against COVID-19

About Inclusion Australia (NCID)

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

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

About the Your Service, Your Rights National Rollout Project

The Your Service, Your Rights National Rollout is a two-year project funded by the NDIS Quality and Safeguards Commission.

Inclusion Australia will work in partnerships with state-based member organisations and with First Peoples Disability Network (FPDN), National Ethnic Disability Alliance (NEDA) and Children and Young People with Disability Australia (CYDA) to:

- develop, adapt and deliver educational resources and training material to support people with intellectual disability from a variety of cultural, geographic and age backgrounds.
- assist people with an intellectual disability all over Australia to contribute to an increase in the quality of the services and supports they receive.

Duties & Responsibilities

- Coordinate delivery of the national rollout of the *Your Service, Your Rights National Rollout* project in line with the project plan.
- Support people with an intellectual disability to perform in their roles, including preparation for and participation in meetings, workshops and training.
- Work with a national network of people with an intellectual disability and key project partners to review and develop project materials, workshops and training.
- Assist with project monitoring, reporting and administrative requirements.
- Prepare and deliver train-the-trainer sessions and workshops online and in the Northern Territory.
- Work together with Project Officer/Facilitator to facilitate monthly consultation groups for the *Towards Inclusive Practice* project and send feedback to the national team.
- Establish and support a self-advocacy network for people with an intellectual disability, including national representation on the Our Voice Committee.
- Support participation of people with an intellectual disability and families in IA's work.
- Travel to other states and territories when needed.

Selection Criteria – Qualifications, skills & experience

- Demonstrated commitment to the human rights of people with an intellectual disability including the right to participate and be included.
- An understand the social model of disability, and how to work in ways that are person-centred and based on people's strengths.
- Experience facilitating groups, workshops and training with people with an intellectual disability.
- Excellent time management, and interpersonal and communication skills.
- Demonstrated ability to work effectively as a team player and independently.
- Excellent computer literacy including Microsoft Office (especially Teams).
- Current drivers licence preferred.
- Experience writing in plain language and Easy Read formats is highly regarded.
- Personal or family experience of disability is highly regarded.
- Experience providing direct support to people with an intellectual disability is highly regarded.

If you need an adjustment in the recruitment process, please email employment@inclusionaustralia.org.au using the subject line: **Project Coordinator NT enquiry** and advise us of your preferred method of communication.

We encourage people with disability, Aboriginal and Torres Strait Islander, LGBTIQ+ and people from diverse cultural backgrounds to apply.

The successful applicant is required to complete reference and background checking prior to employment, including a National Police Check and Working with Children Check.

Inclusion Australia is committed to providing a safe and healthy workplace. We require all staff to be fully vaccinated and to follow mandatory directions issued by the Chief Health Officer against COVID-19.

You will be required to provide evidence of your vaccination during the pre-employment check process.

Team member Signature: _____

Printed Name: _____

Date: _____