

POSITION DESCRIPTION

Neurodivergent Parent Group Facilitator (Identified Position)

Position	Neurodivergent Parent Group Facilitator, Part Time (6 hours per week), SCHADS 3.1 (\$38.65 p/h)
Reports to	Engagement Program Manager
Based	Women with Disabilities ACT located at the Pearce Community Centre, Pearce, ACT 2617. Flexible WFH options available.
Identified	All applicants must personally identify as a neurodivergent woman, non-binary or gender diverse person. Self-identification is more than acceptable; no diagnosis is necessary. Additionally, all applicants must have experience as a parent.
Fixed-term	until December 2027

THE ORGANISATION

Women With Disabilities ACT (WWDACT) is a systemic advocacy and peer support organisation for women, girls, non-binary and gender diverse people with disabilities in the ACT and region. WWDACT follows a human rights philosophy, based on the Convention on the Rights of Persons with Disabilities (CRPD) and the Convention on the Elimination of Discrimination against Women (CEDAW). WWDACT is a Disabled People's Organisation (DPO), governed by women, non-binary and gender diverse people with disabilities, and its proposals and recommendations to government are consistent with Article 4(3), and Article 29 of CRPD.

THE POSITION

The Neurodivergent Parent Group Facilitator is a new identified position for a Neurodivergent Parent – this means that to apply you should be someone who identifies as neurodivergent and who has experience as a parent. The role is part of the Engagement team and reports to the WWDACT Engagement Program Manager.

The Neurodivergent Parent Group Facilitator will work both independently and collaboratively with the WWDACT Engagement Program Manager and Engagement team to prepare and facilitate a regular monthly Neurodivergent Parent Group as part of a new WWDACT project.

Organising and logistics support for running these regular events will be coordinated by the Neurodivergent Parent Group Facilitator with support from the Engagement Team. The Neurodivergent Parent Group Facilitator will be a confident group facilitator. Between monthly sessions they will research and identify relevant existing supports and/or services attendees might be able to access and share this with the Group. The Neurodivergent Parent Group Facilitator will receive training in first aid, mental health first aid and accidental counseling. They will develop a working knowledge of individual advocacy services and disability supports, to become a source of information for members who attend our events. Additionally, they will use the knowledge they've acquired to support the development of fact sheets and resources about existing services and supports.

THE NEURODIVERGENT PARENT GROUP

The aim of the Neurodivergent Parent Group is to provide no-cost support for neurodivergent parents. In monthly facilitated discussion, the Parent Group will meet to share their tips, tricks, resources, information and experiences to build confidence and community. Additionally, allied health professionals chosen by the group will be invited to attend every second month to answer specific questions and provide detailed information. Parents attending these events will be able to bring their children, as events will have adequate additional staffing support available, eliminating the barrier of needing to find childcare to attend events.

THE DUTIES

1. Be responsible for planning, organising, and hosting a successful monthly Neurodivergent Parent Group as part of a new WWDACT Project.
2. Foster supportive and curious discussion, experience sharing, and skill sharing between attendees at the Group's monthly sessions. Promote a respectful environment at each event.
3. Research and engage quality allied health professionals to attend every second Parent Group to provide relevant information requested by the group.

4. Build and maintain strong relationships with stakeholders to support and enhance the impact of the project. This includes working regularly with ACT Down Syndrome & Intellectual Disability (ACTDSID), venue staff, and invited allied health professionals.
5. Support consultation and co-design activities, including but not limited to supporting surveys, meetings with WWDACT's membership, and gathering both formal and informal feedback to inform future events.
6. Promote Neurodivergent Parent Group events by distributing flyers at relevant locations and through creating posts for WWDACT's social media.
7. Support Evaluation of the program such as distributing feedback forms.
8. Participate in team meetings and staff development activities organised by WWDACT.
9. Support the Program Manager to ensure the successful delivery of WWDACT's community engagement program in line with the WWDACT Strategic Plan, grant obligations and guidelines.
10. Other duties as required to support the organisation.

SELECTION CRITERIA

1. Group Facilitation skills, which include but are not limited to the ability to:
 - a. actively listen;
 - b. manage group dynamics;
 - c. set and maintain clear expectations and boundaries and manage conflict when it arises;
 - d. use emotional differentiation skills;
 - e. create a culture of community accountability;
 - f. use a trauma informed approach to navigate complex situations where they arise.
2. Strong research skills to find existing supports and/or services the Parent Group might want to access. Ability to share this research in follow-up communications with Parent Group attendees. Research skills to engage appropriate allied health professionals to attend events.
3. Strong verbal communication skills both in-person and on the phone, to confidently manage discussions with stakeholders including venues, allied health professionals, community sector organisations, WWDACT members, event attendees and others. Ability to adapt communication style for people from a variety of backgrounds and experiences.

4. Consideration of various accessibility needs, understanding that people come from a wide range of lived experiences. Is able to adapt events to best meet the access requirements of attendees.
5. Strong understanding of the lived experience of people with disabilities and other intersections and knowledge of the systemic challenges that people with disabilities face.
6. Strong organisational skills, including:
 - a. Self-organisation and the ability to effectively prioritise tasks to complete work by deadlines; and
 - b. basic event skills: booking venues, managing email correspondence for the event, setting up registration pages, identifying and communicating travel and transport options for attendees.
7. Can work effectively as part of a team, is honest, reliable and a creative thinker who is open to new ideas. Willing to take direction, ask for support when needed, while exercising judgement to work independently when appropriate.
8. Basic graphics and social media skills such as creating social media posts, graphic design, etc.

ADDITIONAL REQUIREMENTS

- Strong Computer literacy, including proficiency with the following applications and digital tools:
 - Outlook (for emails and calendar)
 - Eventbrite (for ticket registration set-up)
 - Zoom (for online workshops and activities)
 - Canva
 - Social media: Facebook, Instagram and TikTok
 - Microsoft Office Suite
- Hold a current Australian Driver's license (preferable but not essential)

All applicants must:

- Personally identify as a neurodivergent woman, non-binary or gender diverse person. Self-identification is more than acceptable; no diagnosis is necessary.
- have experience as a parent.
- Current WWVP (Working with Vulnerable People) card or willingness to obtain.
- All relevant and up to date COVID-19 vaccinations

- Availability either 1 day per week or 2 half days per week (totaling 6hrs/week) on weekdays between 8am-6pm + availability for occasional evening and Saturday shifts.

WHAT WE OFFER

- Opportunity to work in a disability accessible, feminist organisation with a small team of people who are committed to improving the lives of women, non-binary and gender diverse people with disabilities.
- Flexible work hours and flexible work from home arrangements.
- Salary packaging and fringe benefits in line with charity sector provisions.
- Professional development and training opportunities to support your growth and career progression.

HOW TO APPLY

To apply, please submit a CV and Cover Letter responding to the selection criteria and why you think you would be the best fit for the role. We welcome applications from people with diverse lived and work experience and encourage you to apply even if you don't fit all the requirements of the role.

This is an identified only position. All applicants must personally identify as a neurodivergent woman, non-binary or gender diverse person with disabilities. Additionally, all applicants must have experience as a parent.

Applications from Aboriginal and Torres Strait people and people from culturally and linguistically diverse backgrounds are encouraged to apply.