

Self Advocacy Resource Unit Coordinator

About AMIDA and SARU

AMIDA (Action for More Independence & Dignity in Accommodation) is a disability advocacy organisation committed to advancing the rights, inclusion, and quality of life of people with disability. AMIDA delivers individual, family, systemic, and self-advocacy, with a strong focus on the NDIS and housing rights.

Led by AMIDA, the **SARU** (Self Advocacy Resource Unit) was established in 2008 to strengthen and sustain the self-advocacy movement in Victoria. Working in partnership with sector organisations, SARU supports and resources self-advocacy groups for people with intellectual disability, acquired brain injury, and complex communication access needs.

About the Role

The SARU Coordinator is a senior leadership role responsible for the overall strategic direction, performance, and sustainability of SARU, including overseeing all SARU projects.

The role leads organisational strategy, manages staff, and ensures SARU delivers high-quality, accessible, and disability-led support to self-advocacy groups across Victoria. It also plays a key role in sector leadership, government engagement, and the development of sustainable funding pathways.

A central focus of the role is to ensure that people with disability lead and shape SARU's work, and that SARU remains responsive to the priorities and aspirations of self-advocacy groups.

Key Accountabilities

1. Strategic Leadership & Direction

- Lead the development, implementation, and evaluation of SARU's strategic plan in collaboration with the SARU Management Group, staff, and self-advocacy groups
- Ensure the strategic plan is embedded across all areas of SARU's work
- Monitor sector trends and emerging needs to inform strategic priorities
- Provide strategic advice across SARU and AMIDA
- Ensure SARU operates in line with self-advocacy principles, including participatory decision-making and action research approaches

2. Sector Leadership & Advocacy

- Build and maintain strong relationships with self advocacy groups, funders, and sector partners
- Represent SARU in the disability and self advocacy sector and contribute to sector-wide initiatives and developments
- Advocate to government and key stakeholders to strengthen recognition and resourcing of self advocacy
- Ensure the voices and priorities of self advocacy groups inform sector discussions and policy development
- Build and maintain strong relationships with sector partners, including Reinforce and Brain Injury Matters

3. Program & Service Delivery

- Oversee the delivery of SARU's core functions, including resources, training, and support to self advocacy groups
- Ensure services are accessible, inclusive, and responsive to diverse communication needs
- Engage with self advocacy groups to understand needs and support planning and implementation within funding constraints
- Oversee all SARU projects and initiatives
- Oversee the Voice at the Table (VATT) training program and digital resources
- Ensure high-quality resource development, dissemination, and continuous improvement

4. Staff Leadership & Organisational Management

- Lead and manage SARU staff
- Ensure organisational structure, roles, and workloads align with strategic priorities
- Provide supervision, mentoring, and performance management
- Support staff development, including for peer workers and lived experience staff
- Foster a collaborative, inclusive, and values-driven organisational culture
- Ensure effective internal communication and team functioning

5. Funding & Financial Sustainability

- Work with AMIDA to develop and manage SARU budgets
- Identify, develop, and lead funding opportunities to sustain and grow SARU's work
- Oversee the development of SARB consortium funding submissions and proposals
- Monitor financial performance to ensure alignment with strategic and operational priorities

6. Governance & Compliance

- Support and coordinate the SARU Management Group, ensuring meetings are inclusive, accessible, and effective
- Ensure SARU and SARU projects meets all funding, regulatory, and reporting requirements
- Provide high-quality reporting to the SARU Management Group and AMIDA
- Work with AMIDA as lead agency within the SARB consortium to negotiate and manage key matters
- Ensure compliance with relevant legislation, standards, and organisational policies

Reporting & Relationships

- Reports to AMIDA Chief Executive Officer
- Works closely with SARU Management Group, AMIDA leadership, consortium partners (Reinforce, Brain Injury Matters)
- Direct reports include Admin & Events Officer, SARU Project Workers, VATT Coordinator, SARU Project Managers

Scope of the Role

- Leads SARU's strategic direction and organisational performance
- Manages staff and organisational structure
- Oversees multiple programs and projects across Victoria
- Holds significant delegated authority within agreed governance frameworks
- Plays a key external leadership and advocacy role in the sector

What Success Looks Like

- A clear, relevant, and effectively implemented strategic plan
- Strong, trusted relationships with self advocacy groups and sector stakeholders
- High-quality, accessible services that meet the needs of diverse groups
- Staff are well supported, effective, and engaged
- SARU is recognised as a leader in the self advocacy sector
- Sustainable funding and growth opportunities are secured

Key Selection Criteria

Leadership & Organisational Management

- Demonstrated experience leading teams and managing organisational functions
- Strong people management, mentoring, and performance development skills

Strategic & Program Leadership

- Proven experience in strategic planning, implementation, and evaluation
- Experience overseeing multiple programs, projects, and organisational priorities

Sector Knowledge & Advocacy

- Experience in the disability advocacy or self advocacy sector
- Strong understanding of disability rights, co-design, and participatory practice
- Ability to engage with government and contribute to sector development

Communication & Inclusion

- Excellent communication and relationship-building skills
- Demonstrated experience in accessible and inclusive communication practices
- Ability to work effectively with people with diverse communication needs

Financial & Funding Management

- Experience developing and managing budgets
- Experience securing funding and managing funding requirements

Training, Resources & Capacity Building

- Experience developing resources, training programs, or capacity-building initiatives
- Ability to support the growth and sustainability of self advocacy groups

Employment Details

- **Hours:** 30.4 hours per week (part-time, ongoing)
- **Salary:** SCHCADS Award Level 7, Pay Point 1 + 12% superannuation
- **Location:** Ross House, 247 Flinders Lane, Melbourne (with some travel required)

- **Flexibility:** Flexible and hybrid working arrangements supported

AMIDA's Commitment

AMIDA is an equal opportunity employer and strongly encourages applications from people with disability. We are committed to creating an inclusive, accessible, and supportive workplace.

Approved: March 2026