

# Job description

## Project Coordinator - Employment

### Key information

<b>Team</b>	National Projects
<b>Classification</b>	Level 6.1, Social, Community, Home Care and Disability Services (SCHADS) Award
<b>Full time equivalent (FTE)</b>	Part time at 0.8 FTE, 22.5 hours per week or full time, 38 hours per week.
<b>Hours</b>	Must be available on Tuesdays and Wednesdays Remaining hours are flexible between our standard working hours of 7.30am and 6pm local time.
<b>Location</b>	Work from home There may be occasional work from a shared office location in your capital city.
<b>Reports to</b>	National Projects Manager
<b>Direct report(s)</b>	None

### Who we are

Inclusion Australia is the national representative organisation for people with an intellectual disability and their families. We have been working strategically, with passion and dedication, for more than 70 years.

We work closely with people with an intellectual disability and families and with our state member organisations. Our vision is that people in Australia with an intellectual disability and their families have their rights respected and have the same opportunities as everyone else.

### The purpose of this job

The Project Coordinator – Employment makes sure Inclusion Australia’s projects run smoothly from start to finish. You will plan and deliver project activities that promote inclusion, capacity building and positive change for people with an intellectual disability and ensure their families, supporters and service providers have access to accessible information about work options, workplace rights, and employment supports.

This role coordinates the successful delivery of several of our employment-related projects and involves working across the project lifecycle, from design and set-up to stakeholder engagement, delivery, reporting, and evaluation.

Working closely with the project team, stakeholders and fostering collaboration with other Inclusion

Australia's teams and employees, you will prepare clear resources and reports, and organise stakeholder meetings, events, and other engagement activities. You will also contribute to and support the set-up of project management office (PMO) systems and processes.

This job description is a guide to your main duties; it is not a complete list of everything you need to do in your role. In addition to the items below, you may need to perform additional duties that are within your role and skill level.

## Key responsibilities

### Project coordination

- Coordinate the high-quality delivery of multiple employment projects, working flexibly to meet emerging priorities and deadlines
- Organise and run meetings, workshops, events, and other stakeholder engagement activities
- Monitor and support IA's project management office (PMO) systems and processes
- Use ClickUp, IA's project management software, proactively and effectively to keep projects on track
- Work closely with colleagues in the Projects Team to share ideas, improve processes, and make sure projects are delivered efficiently and collaboratively
- Monitor project risks and escalate issues to IA leadership when required.

### Reporting and evaluation

- Contribute to the development of evaluation frameworks and approaches for our projects, including robust data collection
- Prepare progress reports and contribute to project reporting so that stakeholders and the IA team have accurate, timely information
- Create clear and accessible reports, presentations, and other materials for different audiences
- Work with the Communications Team to maintain quality standards for project resources and materials
- Work with the Policy and Advocacy Team to share project findings that support IA's advocacy work.

### Stakeholder engagement

- Build and maintain strong relationships across IA and with IA members, project partners, people with an intellectual disability and families, and other sector stakeholders
- Provide proactive communication to internal and external stakeholders about employment projects and IA's work more broadly
- Support people with an intellectual disability to take part in IA's project work
- Represent IA professionally in meetings and events.

## Selection criteria

### Experience

You have:

- 3+ years of experience in project coordination or community engagement, preferably in a non-for-profit setting
- Experience in supported employment, codesign or in the disability sector would be an advantage.

## Knowledge and skills

You have:

- Strong written and verbal communication skills
- Excellent project and time management skills, with the ability to multitask and prioritise
- Demonstrated good judgement and the ability to make informed, evidence-based decisions
- Excellent computer literacy, including Microsoft Office and project management software tools.

You can:

- Work independently and in teams
- Work effectively with a diverse range of stakeholders, including people with an intellectual disability
- Adapt your communication and engagement style to suit different audiences
- Make sound decisions under pressure and manage competing priorities.

You are:

- Organised and proactive
- Skilled at time management and responsive to changing deadlines
- Proficient with project management tools
- Someone who works with a high level of integrity and ethical standards.

## Interests and motivations

You are interested in:

- Human rights, social justice, and inclusion
- Being involved in meaningful work that makes a difference
- Working as part of a passionate and diverse team who work remotely across Australia
- Sharing your knowledge generously and learning from others.

You may also have personal or close experience in working with people with an intellectual disability.

## Qualifications and licences

You must have completed, or be willing to complete:

- A Nationally Coordinated Criminal History Check (police record check)
- A current employment Working with Children Check (or equivalent in your state or territory)
- The NDIS Quality and Safeguards Commission's Worker Orientation Module.

It would be an advantage if you have a tertiary qualification in project management or a related field.