



## Role description and person specification

### 1.0 Contract Specifics

Role Title:	Youth Facilitator: Youth Leadership Program (EYDN)
Role Term:	Ends December 2027
Role FTE:	Casual
Role Location:	104 Greenhill Road, Unley
Role Remuneration Range:	SCHADS Award, Social and Community Services Employee level 2

### 2.0 The Role Aim

Enabled Youth Disability Network (EYDN) is an incorporated organisation run by and for young people with disability between 16-35 years. EYDN is dedicated to amplifying the voices and aspirations of young persons with disability in South Australia. They do this through systemic advocacy, peer networks, and capacity building activities. EYDN's work is overseen by a board of young people with disability aged between 18-30 years.

Hosted by JFA Purple Orange, EYDN has partnered with Children and Young People with Disability Australia (CYDA) to deliver a funded project called The Neurodivergent LGBTQIA+ Youth National and Community Leadership Program 2025 – 2027. This project will see young LGBTQIA+ neurodivergent people achieve greater independence, participation and improved access to their communities, provide and lead supports for their communities; and to use their learnings to contribute towards the development of inclusion and accessibility for pre-existing programs.

This role is for someone who knows from experience what it means to navigate the world as a neurodivergent and LGBTQIA+ young person, and who wants to use that knowledge to open doors for others. The Youth Facilitator will be part of a small team, working on something that genuinely matters, with room to grow into the work. The Youth Facilitator will work alongside and under the direction of the Project Officer, Youth Leadership Program, and with other project staff.

We know that neurodivergent people often work and communicate differently, and that is a strength we actively want in this role. The responsibilities are negotiable; we are interested in how you bring your skills and experience to them. Use your strengths to contribute to the project team to facilitate positive outcomes for the project and the broader community.

### 3.0 The Role Benefits

The success of this role will be reflected through activities which achieve:

- **More Knowledge** – Young LGBTQIA+ neurodivergent people will have more knowledge about disability rights and self-advocacy.
- **Increased Community Connections** – Young LGBTQIA+ neurodivergent people will have more opportunities to participate in peer networks and similar activities, resulting in greater connections within their communities.
- **Personal Development** – Young LGBTQIA+ neurodivergent people will be able to identify and achieve personal and professional development opportunities and goals that are positively and uniquely related to them.
- **Community Engagement** – Young LGBTQIA+ neurodivergent people will have stronger engagement with their community through increased awareness of available services and activities, including contributing to raising any changes or improvements the community can make to be more accessible and inclusive for Young LGBTQIA+ neurodivergent people.
- **Community participation** – Young LGBTQIA+ neurodivergent people will have greater community membership through developing meaningful relationships, social connections, and networks.
- **Network Strength** – there is a larger, stronger, and more connected network of Young LGBTQIA+ neurodivergent people.
- **Stronger policy and systemic advocacy** – JFA Purple Orange grows its knowledge about experiences, aspirations, and issues, of young LGBTQIA+ neurodivergent people, and can advocate to decision makers in response to this

### 4.0 The main deliverables

To achieve the above benefits, the Youth Facilitator is responsible for supporting the following deliverables, as directed by their Line Support:

- Successful completion of all grant deliverables as per the relevant grant documentation.
- Coordination and delivery of two Local Community Leaders Programs for LGBTQIA+ neurodivergent people (one per year across 2 years).
- Establish, maintain and grow a community group, co-facilitating an ongoing peer community group led by Community Leaders Program graduates.

- Development of resource material accessible and relevant to the disability community.
- A detailed and accurate record of activities for all project deliverables; and
- Completed board and progress reports according to relevant grant agreements.

## **5.0 The main work activities**

To produce the above deliverables, the Youth Facilitator will do the following work activities, as directed by their Line Support:

- Engagement with a range of relevant stakeholders in support of a successful and cohesive project.
- Connection and engagement with the disability community to inform deliverables.
- Creation of resource materials including slide decks, handouts and booklets, ensuring version control and a schedule for continuous improvement.
- Event coordination, including stakeholder liaison, promotion, on-the-day support and event evaluation / write up.
- Contributing to regular project communications and reports.
- Co-facilitating relevant Local Community Leaders Program workshops.
- Exercising initiative in the application of established procedures, and under the guidance of their Line Support.
- Undertaking other reasonable activities within your skills and knowledge base as directed.

## **6.0 Reporting relationships**

To guide and support the above work, these are the key line support relationships for the Youth Facilitator.

Responsible to:

- CEO or delegate, which may be adjusted in line with the needs of the organisation.

Responsible for good relationships with:

- People with disability, their families, friends, supporters, allies.
- Staff and governors across the Julia Farr entities.

- Auditors and other external stakeholders seeking information about the organisation's work.
- External stakeholders whose assistance or support is needed to produce the role's deliverables and benefits.
- Disability sector agency staff, including support agencies and their staff.
- Aboriginal and Torres Strait Islander stakeholders.
- Government, community, and industry staff relevant to the work.

## **7.0 Commitments expected of all staff**

To guide and support the aims and benefits of the role, of other roles in the organisation, and of the organisation's positive workplace culture and standing, the role demands an active and consistent commitment to:

- People with disability having personal authority in their lives ('Personhood').
- People with disability having active valued membership in community life and the economy ('Citizenhood').
- People with disability having opportunities to grow in support of the above ('capacity-building').
- The exercise of diplomacy and ambassadorship with external stakeholders, to advance and uphold the organisation's standing.
- The exercise of diplomacy and ambassadorship and cooperation with internal stakeholders, to advance and uphold a harmonious, collaborative, and warm, workplace culture where diversity is valued.
- The exercise of proactive, respectful, truthful, and solution-focused, actions in response to conflict.
- The exercise of reasonable and good judgement in respects of safeguards for self, fellow team members, people with disability and their families, and other stakeholders in our organisation, in support of a workplace that is free of harassment, unlawful discrimination and bullying.
- Support and contribute to the achievement of the organisation's goals as set out in strategy and business plan documents.
- Initiate and participate in activities in support of good practice, the generation of knowledge capital, and other habits of a learning organisation.
- Participate in performance planning and reviews as frequent as may be required but at least annually and commit to ongoing personal and professional development.

## 8.0 About the person in the role

### Essential *general* criteria

We are more interested in the person you are and the perspective you bring, Here's what we are looking for:

- Deeply felt value base in support of improving the life chances of people with disability and their families.
- An inquisitive and analytical mindset, with the ability to self-start and achieve the work, deliverables, and benefits, at a level that is reasonable for the role.
- Demonstrated capacity to prioritise and schedule a programme of work within the role, and to produce deliverables within specified budget and timelines.
- Demonstrated capacity to build effective relationships with a wide range of people.
- Demonstrated capacity to communicate effectively in a way accessible to them including verbally and in writing, at a level that is reasonable for the role.
- Demonstrated capacity to contribute to the maintenance of a harmonious, safe, and healthy workplace, free of harassment, and lawful discrimination and bullying, and where diversity is valued.

## 9.0 Essential specific criteria for the person to be suitable for the role include:

- Demonstrated lived and/or professional experience within LGBTQIA+ and Neurodivergent communities, including an understanding of the diverse needs, identities and lived experiences within these communities.
  - *Self-identification as neurodivergent is valid and welcomed, formal diagnosis is not required.*
- Ability to work as part of a team and under limited direction.
- Familiarity with Microsoft Office suite including Teams.
- A valid NDIS Worker Screening and Working with Children Check or ability to obtain one (with support from the organisation) prior to commencement.

### Desirable criteria include:

- This role will be working with a group of people aged 18-25 and people in that age range are encouraged to apply.
- Experience in project work, including facilitating meetings, writing communications or reports, or other relevant project administration tasks.

- Lived experience of disability and / or proximity to disability (family member or similar) that supports a demonstratable understanding of the impacts of the experience of disability.
- Experience in best practice co-design concepts and processes.

## **10.0 Special Conditions (Such as travel requirements, frequent overtime, etc).**

The role demands a commitment to:

- Support the integrity of the organisation by maintaining a high standard of personal and professional conduct that supports our values, including:
  - people with a disability having personal authority in their lives
  - people living lives of active citizenship
  - inclusive communities
  - capacity-building
  - the exercise of ambassadorship
  - the exercise of your best judgement in respect of safeguards for you, your fellow team members, people with a disability and their families, and other visitors to our organisation
- We live our values by
  - showing respect, trust and equity
  - engaging in collaboration and codesign
  - showing support
  - engaging in continuous improvement and learning
  - communicating and sharing
  - building relationships
  - committing to inclusion
- Support, and contribute to, the achievement of the Julia Farr group's goals as set out in strategy and business plan documents.
- Initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital.
- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development.
- Be willing to change office location if directed as a result of service development and organisational change.




## 11.0 Signatures

**This role description is endorsed by the following Role Sponsor:**

Name: Tracey Wallace

Title: Interim CEO, JFA Purple Orange

Signature:  \_\_\_\_\_ Date: 15 June 2026

**This role description is acknowledged by the person doing the role:**

Name: [insert name of role occupant]

Signature: \_\_\_\_\_ Date: [insert date]