



Position Description

Position Title: Inclusion Projects Officer

Position Aim: To empower and improve the lives of people with disability through implementing a range of inclusion activities.

Reports to: Manager Inclusion Projects

Direct Reports: Nil

Key Relationships: Internal – Managers, Members and other staff.
External – People with disability and families/carers and supporters, community members, community service providers.

Award Placement: Level 5 - Social, Community, Home Care and Disability Services (SCHADS) Award.

Position Status: Full time

Hours of Work: Flexible between office hours 8am – 6pm

Position Location: Surry Hills, Sydney or CID regional office. Possible state wide travel.

Conditions of Employment: Salary packaging available.
Employer superannuation contribution is the current Superannuation Guarantee rate.
Appointment is contingent on a satisfactory Police Record Check and Working with Children Check.

About Council for Intellectual Disability (CID)

CID is a disability rights organisation led by people with intellectual disability. For more than 65 years CID has worked to ensure a community where all people with intellectual disability are valued.

Role Responsibilities

- Facilitate engaging and inclusive workshops and sessions for various participant groups (people with disability, family members, staff of government agencies, and staff of disability services) including some logistics.
- Develop resources, content and activities which are appropriate for people with disability, including those with high support needs.
- Develop, implement and evaluate project plans in coordination with the Manager, Inclusion Projects and other relevant stakeholders.
- Flexibility to work both one-on-one and in large group setting with people with disability and their families as the situation requires.
- Where required undertake community engagement activities at expos, local community networks, events.
- Develop and maintain effective communication networks with internal and external stakeholders to ensure the efficient and timely exchange of information and the achievement of project outcomes.
- Ongoing monitoring, recording and evaluation of data and processes to allow for continuous improvement.
- Support the participation of people with intellectual disability in CID's work.

Essential Selection Criteria – Skills & Experience

- Demonstrated commitment to the human rights of people with disability and the principles of participation and inclusion.
- Demonstrated experience in facilitation and/or training environments, with people with disability.
- Well-developed interpersonal, communication, facilitation and negotiation skills.
- Demonstrated understanding of the importance of supporting people to speak for themselves.

- Demonstrated experience in productive working relationships with colleagues to achieve required outcomes.
- Willingness and ability to travel regularly across NSW.
- Excellent computer literacy including in Microsoft Office.

Qualifications in teaching, adult education, training or similar field will be highly regarded. Experience using person-centred planning will also be highly regarded.

First Nations people and people with disability or people with a lived experience of mental health issues are strongly encouraged to apply.