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| **Position: Coordinator – ILC ICB Project &**  **BIDS Support**  **Name:**  **Effective**  **Date: 1st July 2020**  **Location:**  Designated workplace –Melbourne OfficeAllowed to work fromremote Home Office  **Reports to:** National Manager – Policy, Sustainability,  Initiatives & Projects  **Subordinate**  **Position/s:** Volunteers or Consultants (as req)  **Work Hours:** Full time - 75 hours per fortnight |  |
| POSITION SUMMARY The role is responsible for Coordinating the development, implementation, monitoring and reporting for the funding received via the NDIA for the ILC Grant for Individual Capacity Building on a National basis in conjunction with those AFDO members who are part of the agreed Consortium.  The Coordinator will also continue to assist with providing and contributing to newsletters or information, liaison with those organisations and stakeholders that have been part of the Business Inclusion & Diversity Services, formerly known as the Diversity Field Officer Service and operating in the Geelong region as well as providing practical advice to any licencee holders for this service. Full training will be provided for this unique element to ensure confidence and capability in delivery.  This element, whilst seen as important to ensure developed relationships and interest in this service are maintained, it is viewed as a minor component of the workload for this role. ORGANISATIONAL CONTEXTThe Australian Federation of Disability Organisations (AFDO) is the peakorganisation in the disability sector representing people with lived experienceof disability.AFDO works to develop a community where people with disabilitycan participate in all aspects of social, economic, political and cultural life.AFDO provides systemic representation, policy advice, key projects to build the capacity of people with disability and their representative organisations aswell as disability focused consultancy. | |
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The program will providetraining, mentoring, peer-support and information, resources and tools on arange of topics connecting with a minimum of 4,960 individuals at over155 events, equating to 15 events in total provided by your organisation overthe entire activity period of the grant, February 2020 – February 2023.The selected topics will be delivered via a mix of; face to face, peer to peer& online strategies such as: workshops, videos, mentoring by a trusted adviser,role models (volunteers), information and resource production as appropriatefor and decided in conjunction with your membership. This will provide the tools& information to empower individuals to be more independent and to assistthem to take control of their lives by building capacity and support.Business Inclusion & Diversity Services (BIDS), is an AFDO initiative andoffered support to small and medium sized businesses to increase theirdisability confidence to employ people with disability, with the service operatingin Geelong to June 2020 working with 112 businesses.Whilst the service is no longer actively operating and seeking new businessesto engage, it is essential to continue to regularly communicate with thebusinesses that have been participating and region stakeholders, as well asanswer queries and support BIDS Licence holders on a national basis tomaintain those connections. This role will provide advice and also contribute to communication, articles, etc. to the relevant businesses and stakeholders,although this is not expected to be a significant part of this role. **ORGANISATIONAL RELATIONSHIPS**  This role will have interaction with;   * Manager – Business Development & Engagement * AFDO CEO * Co-ordinator – Jobs & Markets Fund Round 1 & BIDS Support * AFDO National Manager(s) and AFDO staff * AFDO member organisations, those who are part of Project Consortium * BIDS participating businesses, stakeholders and licencees * People with disability * General community   **DUTIES:**  **KEY RESPONSIBILITIES**   * Resource development, implementation, ongoing review and   reporting   * Regular liaison with funder representative(s) as required * Effective liaison and relationships with all participating AFDO   members and stakeholders   * Providing advice to the Manager on any issues identified that   may impact on the lives of people with disability and AFDO’s  operation in line with this position   * Capturing any case studies and individual stories from project   participants on people with lived experience of disability   * Working with the Manager, as appropriate, to enhance AFDO’s   national profile, maintain & strengthen existing relationships,  build new strategic relationships and further develop  stakeholder support   * Contributing and working with the AFDO Staff Team on issues,   projects and strategic initiatives  **SPECIFIC RESPONSIBILITIES**   * Coordinate the Project on time, on budget and in accordance   with agreed standards and any contractual requirements   * Strong engagement with participating AFDO members * Manage any volunteer(s) or Consultants assisting with this   project and the required workflow   * Attend and participate in AFDO meetings or other meetings on behalf of AFDO as required * Other duties as required relevant to the scope of this role   **Training/Qualifications (or equivalent experience):**   * Tertiary qualification at a Certificate or Degree level – project management, communications, marketing, business or related field * Minimum 3 years experience, in a project coordinator role for the community or services sectors.   **KEY ATTRIBUTES**   * Exceptional interpersonal, relationship building and   influencing skills   * A strong customer focus, with demonstrated confidence   and resilience   * Excellent communication skills * Good understanding of the challenges experienced   by small business   * Project management skills * Knowledge of disabilities and how they may impact on Employment /   work environment / Community participation & inclusion   * Strong attention to detail and creative problem solving * Good office admin knowledge, database management skills   and general computer skills (Microsoft Outlook, Word, Excel,  PowerPoint and internet).  **EMPLOYEES UNDERSTANDING & ACCEPTANCE:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Authorised by: | Ross Joyce | |  | Chief Executive Officer | | |  |  | |  |  | | | Accepted by: | **Only required by final selected candidtae** | |  |  | | |  |  | |  | signature | | | Date | |  | | |   N.B.: Your signature on this position description signifies an understanding and  acceptance that the content contained, forms an integral part of your  employment terms and conditions. | | |
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