

**Position:** Coordinator – ILC ICB Project & BIDS Support

**Name:**

**Effective Date:** 1<sup>st</sup> July 2020

**Location:** Designated workplace – Melbourne Office  
Allowed to work from remote 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



**Australian Federation of  
Disability Organisations**

### **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 licensee 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 CONTEXT**

The Australian Federation of Disability Organisations (AFDO) is the peak organisation in the disability sector representing people with lived experience of disability.

AFDO works to develop a community where people with disability can 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 as well as disability focused consultancy.

This project is funded through the National Disability Insurance Agency (NDIA) and has two parts operating concurrently across the entire funding period;

**Part A** - involves selecting/modifying a fully accessible Customer Relationship Management (CRM) system for each consortium partner, and providing training & support to each organisation to use the system and link agreed reporting with AFDO.

**Part B** - includes implementing a national program, developed & co-designed by & for people with disability, or their families, in-line with each participating consortium organisations membership identified requirements. The program will provide training, mentoring, peer-support and information, resources and tools on a range of topics connecting with a minimum of 4,960 individuals at over 155 events, equating to 15 events in total provided by your organisation over the 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 appropriate for and decided in conjunction with your membership. This will provide the tools & information to empower individuals to be more independent and to assist them to take control of their lives by building capacity and support.

Business Inclusion & Diversity Services (BIDS), is an AFDO initiative and offered support to small and medium sized businesses to increase their disability confidence to employ people with disability, with the service operating in Geelong to June 2020 working with 112 businesses.

Whilst the service is no longer actively operating and seeking new businesses to engage, it is essential to continue to regularly communicate with the businesses that have been participating and region stakeholders, as well as answer queries and support BIDS Licence holders on a national basis to maintain 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  
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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.