

Candidate Information

National Manager

Policy, Sustainability, Initiatives & Projects

Australian Federation of Disability Organisations

April 2021



The Opportunity

* Leadership role in peak disability organisation with broad remit
* Open only to people with disability
* Based in Melbourne, remote working arrangements available

The Australian Federation of Disability Organisations (AFDO) is a Disabled People’s Organisation and a national cross-disability peak, championing the rights of people with disability and enabling them to participate fully in Australian life.

AFDO offers a supportive work environment, with a team passionate about the rights of people living with disability. Benefits include options for workplace flexibility, remote working and immediate access to tax-reducing salary packaging.

Your new role is part of a growing organisation and a key member of a small, collaborative leadership team where you will have the opportunity to make a real impact nationally and internationally. Reporting to the CEO, this role has a broad remit including national systemic policy, government submissions and responses and oversight of initatives and projects. Importantly, you will develop and lead programs to diversify revenue sources to achieve organisational sustainability. As part of the leadership team, you will also have cross-organisational responsibilities along with your leadership colleagues.

You be successful in this role, you will bring:

* Strong management experience with the ability to achieve results through your team
* Solid experience (minimum 5 years) in high-level policy and service development
* Demonstrated experience in securing funding and revenue generation
* Excellent interpersonal skills with the flexibility to engage with a wide range of stakeholders
* Personal lived experience of disability
* A self-directed approach to work, comfortable with multiple priorities and deadlines.

This is a part time role (30 hours per week Tuesday to Friday) with an offer of an initial 12-month contract and potential for renewal.

For the full position description, please see [www.afdo.org.au](http://www.afdo.org.au)

**Interested in applying?**

Please submit a two-page cover letter responding to the selection criteria in this document with your resume, to [carol@thehumanequation.com.au](mailto:carol@thehumanequation.com.au) using the subject line: National Manager – Policy, Sustainability, Initiatives & Projects. [ceo@afdo.org.au](mailto:ceo@afdo.org.au)

Only candidates invited for interview will be contacted.

Snapshot of AFDO

**AFDO’s vision (its *why*)*:*** all people with disability are involved equally in all aspects of social, economic, political and cultural life.

**AFDO’s mission** is to champion the rights of people with disability in Australia and help them participate fully in Australian life. AFDO uses the strength of its membership-based organisations to harness the collective power of uniting people with disability to change society into a community where everyone is equal.

AFDO exists to:

* Represent people with disability in Australia and at the international level, and
* Help people with disability participate in all parts of social, economic, political and cultural life.

To do this, AFDO:

* Supports disability organisations and people with disability.
* Undertakes research on disability issues.
* Advises government, disability organisations and other organisations about their disability policies.
* Lobbies governments and other institutions on disability issues.
* Informs and educates the general community about disability.

**AFDO’s Strategic Objectives**

* Represent the united voice of its members and people with disability in national initiatives and policy debate.
* Enhance the profile, respect and reputation of AFDO through its members.
* Build the capacity and sustainability of AFDO and its members.
* Foster strong collaboration and engagement between members and stakeholders.
* Enhance the connection and influence of AFDO in international disability initiatives by policy, advocacy and engagement, focussed on the Asia Pacific region.

About AFDO

AFDO is the national voice of people with disability and family organisations in Australia. The organisation works to develop a community where people with disability can participate in all aspects of social, economic, political and cultural life. This includes genuine participation in mainstream community life, the development of respectful and valued relationships, social and economic participation, and the opportunity to contribute as valued citizens.

AFDO is a Disabled Peoples Organisation (DPO). A DPO is an organisation where the majority of the members as well as the governing body (Board of Directors) are persons with disability.

AFDO and its ten national members are funded by the Australian Government under the [Disability Representative Organisations (DRO) program](https://www.dss.gov.au/our-responsibilities/disability-and-carers/program-services/consultation-and-advocacy/national-disability-peak-bodies) to provide systemic advocacy and representation for Australians with disability. Whilst this work is underfunded, AFDO continues to campaign to resolve this inequity in order to deliver outcomes for its members.

AFDO believes its strength is **in its members.** AFDO is made up of organisations who work together to contribute to the national policy agenda and address issues that impact the lives of people with disability in Australia. AFDO understands that disability-specific organisations play a key role in the provision of information and peer support to people with disability and their families. This organisational role keeps them closely connected to their grass roots communities. Each community has its peak organisation that uses its voice to advocate on issues. AFDO is the forum where these views are collected and coordinated to ensure Government is across issues impacting all people with disability in Australia.

AFDO is proud to be the organisation that has brought together both cross-disability organisations (representing the interests of people with all kinds of disability), and disability-specific organisations/peaks. It brings the understanding that cross-disability groups are only successful when they have access to the specific expertise of disability-specific organisations such Blind Citizens Australia, Brain Injury Australia, Deaf Australia, Down Syndrome Australia and others, as these disability-specific groups are connected to their communities.

For more information, head to: [www.afdo.org.au](http://www.afdo.org.au)

Current Organisational Design

About the Role

Reporting to: Chief Executive Officer

Direct Reports: Manager – Business Development & Sustainability

Policy & Submissions Officer

Coordinator - JMFR1 Project & BIDS

Coordinator – ICB Project & BIDS

Coordinator(s) Initiatives or projects (as engaged)

Project Officer – Projects Support

Location: Designated workplace - Melbourne CBD

Remote work available, subject to WHS requirements being met

Employment Status: 12-month contract, part-time – 30 hours per week – Tuesday to Friday

This role is responsible for managing and developing the following portfolios:

**Policy & Policy Positions**

* Review of existing and development of new as part of the national systemic advocacy role taking into account the AFDO member organisations input, feedback and priorities ensuring in line with AFDO’s Vision, Mission and Strategic Plan.

**Submissions or papers**

* Developing and providing responses to governments, enquiries, committee’s, hearings, legislative or policy changes, etc. with input and contribution from member organisations on all areas affecting people with disability and their families

**Organisational Sustainability**

* Managing the work on AFDO sustainability, alternative funding sources and fee for service opportunities, as well as initiatives supporting our member organisations

**New and existing Initiatives/Projects**

* Managing existing as well as development of new initiatives or projects an submissions in line with AFDO’s Vision, Mission and Strategic Plan.

Liaising with a wide range of internal and external stakeholders, this role also provides advice to the CEO on emerging trends and issues that may affect people with disability, AFDO members and other stakeholders within the role’s portfolio.

# Key Responsibilities

* Lead and manage the development of submissions and responses aimed at achieving positive changes to legislation, policy and service practices in partnership with our members, stakeholders, advocacy agencies and other key organisations.
* Manage and lead the development of sustainability initiatives or project ideas in line with AFDO’s strategic direction.
* Seek out opportunities for funding or resourcing for newly developed or existing initiatives or projects.
* Prepare proposals and briefings as requested by potential partners/organisations/funders and agreed by the CEO.
* Manage fee for service opportunities for AFDO developed offerings, across governments, non-government, disability, health, education, arts and culture, recreation, community and business sectors.
* Manage and lead the formulation and response to funding opportunities and submissions for initiatives or projects.
* Manage and lead the implementation, ongoing review and reporting of any initiatives or projects funded from various sources in line with AFDO’s strategic direction.
* Contribute, as required, on issues of importance to people with disability and their families, including strategies for their promotion and implementation.
* Develop and capture case studies and individual stories from participants in projects or initiatives for people with disability or those without, of their experience and outcomes.
* Provide advice to the CEO on emerging trends in government, community and disability sector that may impact on the lives of people with disability and/or their families, AFDO’s operation and AFDO Members, in line with the authority of this position.
* Work with the CEO as appropriate, to enhance AFDO’s national profile, maintain and strengthen existing relationships, build new strategic relationships and further develop stakeholder support.
* Contribute and work effectively as a member of the AFDO Leadership Team on strategic direction, organisation culture, staff engagement, organisation operations, sustainability strategy, member engagement, sector/stakeholder engagement, major sector issues, AFDO projects and initiatives, national advocacy and policy matters.

# Specific Responsibilities

* Development of policy, positions and submissions.
* Management and development of agreed sustainability strategies for AFDO and for AFDO member organisations.
* Manage initiatives or projects on time, on budget and in accordance with agreed standards and any contractual requirements and ensure in line with AFDO strategic direction.
* Development of ideas for initiatives or projects, identifying and obtaining funding or alternative funds for implementation.
* Manage current staff roles (as listed) and any additional roles engaged for future initiatives or projects.
* Manage any volunteer(s) or tertiary students assisting with projects or initiatives 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.

Selection Criteria

1. This position is only available for those who identify as a person with disability as allowed under 'special measures' of the Equal Opportunity Act 2010, you need to outline how you meet this requirement.
2. Tertiary qualification at a degree level in a relevant discipline or relevant extensive management experience.
3. Minimum 5 years professional experience in a senior policy role.
4. Demonstrated ability to lead and manage a diverse team.
5. Experience in a service development role and/or development and management of projects and programs.
6. Demonstrated policy development at a high level and with proven impact.
7. Demonstrated experience and success in obtaining funding or alternative funds for projects or initiatives.
8. Demonstrated ability to build and maintain strong stakeholder relationships.
9. Excellent written and verbal communication skills.
10. Excellent interpersonal skills including ability to influence and negotiate to build consensus on key issues.
11. Ability to manage multiple tasks, set priorities, organise work and achieve objectives within timelines and budget.
12. Ability to work in a sensitive, complex and demanding environment with a high degree of autonomy and self-management.
13. Ability to work both independently and collaboratively within a team.
14. Experience in systemic advocacy and research within the disability sector would be highly regarded.
15. Well-developed computer literacy.

How to Apply

Please write a two-page covering letter outlining how you meet the above selection criteria and send it along with your resume to [carol@thehumanequation.com.au](mailto:carol@thehumanequation.com.au)

Please use the subject line *National Manager – Policy, Sustainability, Initiatives & Projects.*

Only candidates invited for interview will be contacted.