



JFA Purple Orange

Team Member

Role description & person specification

Title of Role:	PROJECT OFFICER – Road to Employment
Term of Appointment:	Position ends 30 June 2024 Hours of work are negotiable and reduced hours are possible

ABOUT THE ROLE

1. Summary of the role's aim

The Road to Employment (R2E) project aims to increase employment expectations and create employment opportunities for people living with disability by working with employers and schools.

This role focuses on supporting employers to understand the benefits of developing a more inclusive workplace and employing people living with disability.

As part of a small team, the Project Officer is responsible for:

- Coordinating an industry-based Community of Practice working group (comprised of employers representing either aged care or finance sector) to support employers build more inclusive employment practices.
- Coordinating the Purple Orange Business Mentoring program, ensuring services are professionally delivered and outcomes accurately recorded
- Reviewing and adding new materials to the business toolkit that promotes disability inclusion and employment
- The delivery of one-on-one mentoring support to employers building on your lived experience of disability or understanding of inclusion in the workplace
- Coordination of capacity building workshops, training and a mentoring program for students and new employees living with disability
- Liaising with key stakeholders and partners in delivery

- Other relevant project coordination activities
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2. Main Benefits (Outcomes)

The success of this role will be reflected by a systemic improvement to the life chances for people living with disability, through activities which achieve:

- Increased confidence and capacity of employers across a range of industries to create inclusive recruitment processes and workplaces
 - Increased employment outcomes for people living with disability across a range of industries
 - Increased confidence and capacity of people living with disability and their families to take personal action in support of an ordinary valued life that includes paid employment
 - Increased understanding of benefits to people living with disability as a result of evaluation of funded projects
 - Greater activity by, and awareness of, the voice of people living with disability
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3. Main Deliverables (Outputs)

Lead components of JFA Purple Orange Road to Employment project through the:

- Coordination and delivery of an industry-based Community of Practice working group
 - Coordination and delivery of a one-to-one mentoring model with employers across a range of industries
 - Project accountability reports
 - Development of resource material accessible to employers and the disability community
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4. Main work activities (Processes)

- Proactive engagement with a range of stakeholders in support of a successful and cohesive project, and where people living with disability and families are making a contribution to all deliverables
- Desktop research in support of the above, plus drafting and testing of new content
- Curating of resource materials, to ensure version-control in a continuous improvement environment
- Event/meeting coordination, including stakeholder liaison, event scheduling, resource-booking (venue, catering, presenters, equipment etc), event promotion, on-the-day support, event evaluation administration, and event write-up
- Activity review, so that learning is applied to subsequent activities
- Direct assistance and support to emerging peer leaders, through 1:1 liaison and coordination of specific workshops
- Contribution to regular project communications and reports
- Facilitation of workshops and meetings

- Contribution to the monitoring of project financial activity, to ensure project delivers safely within its means
- Drafting contribution to production and communication of Purple Orange policy content in relation to employment, as informed by the project and other relevant information sources

5. Reporting/Working Relationships

This role reports to (role sponsor): Strategy Leader, Purple Orange

This role provides formal support and guidance to the following other roles:

- students, trainees, interns, volunteers etc who may from time-to-time be involved with JFA Purple Orange in matters of policy development, and related activities.

This role is responsible for maintaining good networks with stakeholders including:

- People living with disability, and other people in their lives such as family, friends and other supporters
 - JFA Purple Orange team members
 - Board members undertaking Board-mandated work in relevant areas
 - Community leaders and NGOs relevant to the work
 - Government staff relevant to the work
 - Employers and schools involved in the project
 - Peak bodies
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6. **Special Conditions** (Such as travel requirements, frequent overtime, etc).

The incumbent is required to:

- Be available for work related travel from time to time

The role demands a commitment to:

- Support the integrity of JFA Purple Orange by maintaining a high standard of personal and professional conduct that supports our values, including:
 - People living with disability having personal authority in their lives
 - People being active valued members of mainstream community life
 - 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 living with disability and their families, and other visitors to our organisation.
- Support and contribute to the achievement of the JFA Purple Orange'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;
- Occasionally work outside of normal business hours where this is needed;
- 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.

Acknowledged by Role Holder /...../.....

Role Sponsor..... /...../.....

ABOUT THE ROLE HOLDER

Essential Criteria

1. Deeply-felt value base in support of improving the life chances for people living with disability and their families, especially in respect of choices and inclusion.
2. Knowledge of barriers to employment faced by people living with a disability and/ or personal insight of what it means to live with disability.
3. Experience in project management.
4. Communication skills, experience in liaising with stakeholders, preparing written correspondence, reports and resources.
5. Capacity to run events, training or consultations across different demographics, including with the professionals or business sector and the disability community.
6. An inquisitive and analytical mindset with the ability to self-start and the attitude to achieve a quality outcomes within a complex environment.
7. Ability to work in a team and under limited supervision to establish priorities and meet deadlines.
8. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued.

Desirable criteria

9. Knowledge or experience of disability employment policy, services or system gaps
10. Experience or understanding of aged care, finance, local government sectors.