

Role description and person specification

1.0 Contract Specifics

Role Title:	Project Officer: EYDN and OVSA
Role Term:	12 months
Role FTE:	0.5 FTE -19 hours per week, (negotiable)
Role Location:	104 Greenhill Road, Unley
Role Remuneration Range:	SCHADS Award, Social and Community Services Employee level 3

2.0 The Role Aim

Enabled Youth Disability Network (EYDN) is an incorporated organisation run by and for young people with disability between 16-35 years. EYDN is dedicated to amplifying the voices and aspirations of young persons with disability in South Australia. They do this through systemic advocacy, peer networks and capacity building activities. EYDN's work is overseen by a board of young people with disability aged between 18-30 years.

Our Voice SA (OVSA) is an incorporated peer-led self-advocacy organisation for adults with intellectual disability. Their mission is to increase the skills and knowledge of people with intellectual disability in the areas of self-advocacy, human rights and decision-making. OVSA works to ensure the voices of people with intellectual disability are heard. They do this through systemic advocacy, peer networks and capacity building activities. OVSA's work is overseen by a board of self-advocates with intellectual disability and interested community members who have a long history working in the disability sector.

Hosted by JFA Purple Orange, EYDN and OVSA staff work together to deliver a jointly funded project called '*Empowering self-advocates and future leaders*'.

This project includes running a series of peer networks and workshops for young people with disability (YPWD) and people with intellectual disability (PWID) that will increase their knowledge and confidence to access and navigate mainstream and disability-specific services in their community.

As part of a small team, the Project Officer will work alongside and under the direction of the Project Lead- EYDN and OVSA, and with other project staff.

The Project Officer will be responsible for:

- Contributing to project teams to facilitate positive outcomes for the projects.
- Facilitating peer networks for young people with disability and adults with intellectual disability.
- Facilitating workshops for young people with disability and adults with intellectual disability
- Supporting the co-design and creation of relevant resources for projects.
- Meeting and contributing to reports on contracted project deliverables as relevant.
- Liaising with key stakeholders and partners.
- Supporting preparation of resources.
- Supporting the development of newsletter content and promotional materials.
- Other relevant project coordination activities.

3.0 The Role Benefits

The success of this role will be reflected through activities which achieve:

- **More Knowledge** – People with disability will have more knowledge about disability rights and self-advocacy
- **Increased Community Connections** – People with disability will have more opportunities to participate in peer networks and similar activities, resulting in greater connections in the community
- **Personal Development** – People with disability will be able to identify and achieve personal and professional development opportunities and goals
- **Community Engagement** – People with disability will have stronger engagement with their community through increased awareness of available services and activities, including raising any changes or improvements the community can make to be more accessible and inclusive
- **Community participation** – People with disability will have more community membership through developing meaningful relationships, social connections and networks
- **Network Strength** – there is a larger, strong and connected network of people with disability

- **Stronger policy and systemic advocacy** – JFA Purple Orange grows its knowledge about experiences, aspirations, and issues, of people with disability and is able to advocate to decision makers in response to this

4.0 The main deliverables

To achieve the above benefits, the Project Officer is responsible for supporting the following deliverables, as directed by the Project Lead:

- Successful completion of all grant deliverables as per the relevant grant documentation.
- Maintaining and growing peer networks for young people with disability and adults with intellectual disability.
- Coordination and delivery of workshops for young people with disability and adults with intellectual disability.
- Development of resource material accessible and relevant to the disability community.
- A detailed and accurate record of activities for all project deliverables; and
- Completed board and progress reports according to relevant grant agreements.

5.0 The main work activities

To produce the above deliverables, the Project Officer will do the following work activities, as directed by the Project Lead:

- Proactive engagement with a range of relevant stakeholders in support of a successful and cohesive project.
- Connection and engagement with the disability community to inform deliverables.
- Curation of workshop resource materials including slide decks, hand outs and booklets, ensuring version control and a schedule for continuous improvement.
- Event coordination, including stakeholder liaison, scheduling, booking: venue, catering, presenters / facilitators, equipment, promotion, on-the-day support and event evaluation / write up.
- Drafting regular project communications and reports.
- Co-facilitating or leading relevant workshops and peer network meetings.
- Exercising initiative in the application of established procedures, and under the guidance of the Project Lead – EYDN and OVSA.

- Undertaking other reasonable activities within your skills and knowledge base as directed.

6.0 Reporting relationships

To guide and support the above work, these are the key line support relationships for the Project Officer.

Responsible to:

- CEO or delegate, and which may be adjusted in line with the needs of the organisation.

Responsible for:

- Any allocated staff, students, trainees, interns, volunteers etc who may from time-to-time be involved with the work the role covers, and which may be adjusted in line with the needs of the organisation.

Good relationships with:

- People with disability, their families, friends, supporters, allies.
- Staff and governors across the Julia Farr entities.
- Auditors and other external stakeholders seeking information about the organisation's work.
- External stakeholders whose assistance or support is needed to produce the role's deliverables and benefits.
- Disability sector agency staff, including support agencies and their staff.
- Aboriginal and Torres Strait Islander stakeholders.
- Government, community, and industry staff relevant to the work.

7.0 Commitments expected of all staff

To guide and support the aims and benefits of the role, of other roles in the organisation, and of the organisation's positive workplace culture and standing, the role demands an active and consistent commitment to:

- People with disability having personal authority in their lives ('Personhood').
- People with disability having active valued membership in community life and the economy ('Citizenhood').
- People with disability having opportunities to grow in support of the above ('capacity-building').
- The exercise of diplomacy and ambassadorship with external stakeholders, to advance and uphold the organisation's standing.

- The exercise of diplomacy and ambassadorship and cooperation with internal stakeholders, to advance and uphold a harmonious, collaborative, and warm, workplace culture where diversity is valued.
- The exercise of proactive, respectful, truthful, and solution-focused, actions in response to conflict.
- The exercise of reasonable and good judgement in respects of safeguards for self, fellow team members, people with disability and their families, and other stakeholders in our organisation, in support of a workplace that is free of harassment, unlawful discrimination and bullying.
- Support and contribute to the achievement of the organisation's goals as set out in strategy and business plan documents.
- Initiate and participate in activities in support of good practice, the generation of knowledge capital, and other habits of a learning organisation.
- Participate in performance planning and reviews as frequent as may be required but at least annually and commit to ongoing personal and professional development.

8.0 About the person in the role

Essential general criteria for the person to be suitable for the role, include:

- Deeply-felt value base in support of improving the life chances of people with disability and their families.
- An inquisitive and analytical mindset, with the ability to self-start and achieve the work, deliverables, and benefits, at a level that is reasonable for the role.
- Demonstrated capacity to prioritise and schedule a programme of work within the role, and to produce deliverables within specified budget and timelines.
- Demonstrated capacity to build effective relationships with a wide range of people.
- Demonstrated capacity to communicate effectively in a way accessible to them including verbally and in writing, at a level that is reasonable for the role.
- Demonstrated capacity to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, and lawful discrimination and bullying, and where diversity is valued.

Essential specific criteria for the person to be suitable for the role include:

- Experience in project work, including facilitating meetings, writing communications or reports, or other relevant project administration tasks.
- Ability to work as part of a team and under limited direction.

- Familiarity with Microsoft Office suite including Teams.
- A valid NDIS Worker Screening and Working with Children Check or ability to obtain one (with support from the organisation).

Desirable criteria include:

- Lived experience of disability (and / or) proximity to disability (family member or similar) that supports a demonstratable understanding of the impacts of the experience of disability.
- Experience in best practice co-design concepts and processes.

9.0 Signatures

This role description is endorsed by the following Role Sponsor:

Name: Tracey Wallace

Title: Strategy Leader, JFA Purple Orange

Signature:  Date: 22/09/2025

This role description is acknowledged by the person doing the role:

Name: [insert name of role occupant]

Signature: _____ Date: [insert date]