

## Team Member

### Role description & person specification

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<b>Title of Role:</b>	<b>PROJECT LEADER</b>
<b>Term of Appointment:</b> <b>time 38 hr per week)</b>	<b>Fixed term contract until 31<sup>st</sup> March 2023 (Full</b> <b>Full time preferred, however hours of work are negotiable</b>

## ABOUT THE ROLE

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### 1. Summary of the role's aim

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The Project Leader is responsible for:

- Development and delivery of workshops on 7 capacity-building areas of self-advocacy, decision making, human rights, peer support, relationships, employment, and community involvement.
  - Supporting the emergence of strong peer networks for people living with intellectual disability, particularly those in country areas and those living in supported living arrangements.
  - Providing opportunities for people living with intellectual disability to develop skills and knowledge to become Peer Mentors & establish meaningful roles in community.
  - Supporting people living with intellectual disability to access and use resources and tools to be strong self-advocates and key decision makers in their lives.
  - Supporting people living with intellectual disability to make positive changes in their lives and the lives of their peers
  - Supporting people living with intellectual disability to influence government policy
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### 2. Main Benefits (Outcomes)

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*[A summary of the measurable benefits that will be brought to the target community]*

The success of this role will be reflected by a systemic improvement to the life chances for people living with disability<sup>1</sup>, through activities which achieve:

- Establishment of a sustainable network of peer network groups across the state where members report benefits
- Our Voice SA and its peer networks lead a favourable change in public policy, attitude and mainstream services, by having a true and meaningful impact on decision makers from Federal & State government departments, local government & non-government organisations in relation to the lives of people living with intellectual disability
- Our Voice SA and its peer networks lead a favourable change in community capacity to be authentically welcoming and inclusive
- increased skill and capacity of people living with intellectual disability in self-advocacy and decision making across life issues.
- Provision of opportunities for people living with intellectual disability to develop into leadership roles within Our Voice SA
- Strong and sustainable organisational practice at Our Voice SA
- Growth of Our Voice SA membership
- Increased understanding of known best practices in supporting people living with intellectual disability towards a good life
- Increased understanding of benefits to people living with intellectual disability as a result of independent, external evaluation of funded projects
- Greater activity by, and awareness of, the voice of people living with intellectual disability and their families
- Delivery of activities that build professional and personal development in sector stakeholders, and within a progressive disability policy context.

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### 3. Main Deliverables (Outputs)

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*[A summary of what the role will quantitatively produce]*

Contribute to the practices of JFA Purple Orange through the:

- Development and delivery of regular networks meeting each year in metropolitan Adelaide
- Development and delivery of regular networks meeting each year in country SA
- Development of regular advocacy communications per year from Our Voice SA and/or its networks to decision makers
- Design and delivery of a program of information and capacity-building which will include 5 country hub locations, 2 Adelaide Metropolitan locations with a target of reaching 500 people living with intellectual disability across the project
- Completion of monthly Our Voice SA board meetings
- Provision of governance training to all Our Voice SA board members
- Completion of regular campaign activities to grow Our Voice SA membership
- Delivery of co-design program of peer-led capacity building workshops, including building curriculum and content for workshop materials specific to the needs of people living with intellectual disability in South Australia
- Support to individual network members emerging as leaders
- Provision of training to country connectors, 10 peer mentors, and related stakeholders
- Delivery of a regularly updated, accessible Our Voice SA website
- Completion of an externally conducted independent project evaluation

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<sup>1</sup> Note that throughout this document we acknowledge and support the benefits that family members can also gain from this role

- Delivery of a user-led conference for people living with intellectual disability
  - Management of relationships and regular communication links and activities with other self-advocacy organisations, and other stakeholders Our Voice SA seeks to influence
  - preparation of detailed monthly reports for JFA Board
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#### **4. Main work activities (Processes)**

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- Event/meeting coordination, including venue hire, invitations, agenda management, guest speaker coordination, minutes and liaison with members to support their attendance
  - Data collection, including regular auditable feedback from network members
  - Assistance to Our Voice SA and its networks to prepare and send advocacy communications to decision-makers on matters of concern to the intellectual disability community re choice and inclusion
  - Discovery, collation, creation and distribution of accessible information designed to recruit, inform and equip Our Voice SA, peer network members and other people living with intellectual disability and their allies
  - Liaison with Our Voice SA board members to support their role and attendance at board meetings
  - Facilitation of workshops and related capacity-building events to people living with intellectual disability and their allies, including to Our Voice SA board members on governance practice
  - Facilitation of co-design activities where people living with intellectual disability play an authentic role in design and decision-making related to the activities this role description describes
  - Individual liaison and capacity-building support with network members who are emerging as leaders, including as peer mentors
  - Individual liaison, direction and support to country connectors
  - Curation of Our Voice SA website, so that site content is updated and accessible
  - Identification of evaluation imperatives and requirements, preparation of evaluation tender call document, coordination of process to choose an evaluation supplier, and regular liaison with the chosen supplier
  - Coordination of support to a conference organising committee
  - Proactive, ambassadorial communications with a range of agency stakeholders, both verbally and in writing
  - Preparation of project progress reports for both internal and external stakeholders
  - Preparation of written and spoken contributions to publications, newsletters and sector alerts
  - other activities as directed by the CEO or delegate
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#### **5. Reporting/Working Relationships**

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**This role reports to (role sponsor):** Policy & Research Leader

**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 project work, policy development, and related activities.

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

- Members of Our Voice SA
- People living with disability, and other people in their lives such as family, friends and other supporters, and including advocacy groups and peer networks
- 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
- Peak bodies

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## **6. Special Conditions** (Such as travel requirements, frequent overtime, etc).

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The incumbent is required to:

- Be available for work-related travel, including to regional areas
- Be available for peer support meetings after hours

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 living with disability 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;
- Work outside of normal business hours where this is needed (this is a regular ongoing requirement);
- 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 or work remotely.

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

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

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## ABOUT THE ROLE HOLDER

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### Essential Criteria

1. Deep commitment to improving the life chances of people living with disability and their families, especially in relation to choice (Personhood) and inclusion (Citizenhood)
2. A relevant degree, or comparable life/educational experience
3. Demonstrated experience in facilitating the voice, participation and self-advocacy of people living with intellectual disability
4. Demonstrated experience in leading projects including taking responsibility for all aspects of project management
5. Ability to work under limited supervision, establish priorities, initiate work and meet deadlines
6. Capacity to analyse and communicate complex issues, and to identify ways forward, in both verbal and written form.
7. Demonstrated ability to build influential relationships with a wide range of stakeholders

### Desirable criteria

1. Knowledge of current disability sector reforms initiatives and issues for people living with a disability.
2. Personal insight of what it means to live with disability
3. Well-developed networks within the Disability Sector.
4. Knowledge of legislation & policy settings and how they impact people living with disability