



## **JFA Purple Orange**

### **Team Member**

#### **Role description & person specification**

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<b>Title of Role:</b>	<b>PROJECT ADMINISTRATOR</b>
<b>Term of Appointment:</b>	<b>One-year contract (initially) 0.5FTE – five half days per week (Mon-Fri)</b>

## **ABOUT THE ROLE**

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### **1. Background to the role**

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JFA Purple Orange is soon to expand its disability inclusion training project. This is being funded by the Department of Social Services (DSS) through the Information, Linkages and Capacity Building (ILC) program. We are looking for a highly organised, motivated individual to support this work as Project Administrator.

In 2020, JFA Purple Orange received funding from the SA Department of Human Services (DHS) to develop a disability inclusion training package and deliver this to a range of state and local government authorities, community centres and other community organisations. The training package was developed, and continues to be delivered, by people living with disability.

This next phase will allow JFA Purple Orange to roll out this training even more widely throughout South Australia. It will be offered to all local governments, as well as a range of community organisations (approximately 100 in total). This calls for a methodical approach to customer relationships, event bookings, and trainer liaison.

This project will be led by a Project Leader, with guidance and support from a Policy and Research Leader. The Project Administrator will work closely with both staff and will form a valuable part of the team.

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## **2. Summary of the role's aim**

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This position aims to ensure the smooth and efficient delivery of the disability inclusion training project.

The Project Administrator is responsible for:

- Providing administrative and logistical support to ensure the successful delivery of approximately 100 training sessions throughout South Australia (metro and regional);
  - Liaising with, and providing support to, 10 training facilitators who live with disability;
  - Liaising with the Local Government Association to support the provision of training to local Councils, and other entities accessing the training; and
  - Supporting the Project Leader with various administrative tasks.
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## **4. Main benefits (outcomes)**

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The success of this project will be demonstrated by an improvement in the life chances of people living with disability, through the delivery of training sessions which achieve the following outcomes:

- Staff and volunteers at Councils, community centres and other community organisations around SA have the confidence, skills and knowledge to be more inclusive of people living with disability, their families and carers;
- The mainstream activities, programs and services delivered by Councils, community centres and other community organisations around SA are more accessible and inclusive;
- More people living with disability, their families and carers participate in, and contribute to, the activities, programs and services offered by Councils, community centres and other community organisations around SA;
- Staff and volunteers from all SA Councils receive the training, resulting in a large-scale shift in capacity with respect to access and inclusion for people living with disability;
- Staff and volunteers who receive the training spread their knowledge of disability inclusion in their professional and personal circles; and
- The PLWD hired as training facilitators gain the skills, experience and confidence to become leaders and seek further employment after the project ends.

The success of this role will be demonstrated by the following:

- Agencies seeking to access the training program experience high quality customer service, for example ease of access to program information, clarity about event content and logistics, ease of event booking, and a friendly, solution-focused approach;

- Event attendees experience high quality customer service, for example ease of access to program information, ease of attendance registration, consideration of individual requirements such as access, diet, etc, and a friendly, solution-focused approach;
- Event trainers and co-design group members are well-supported, for example in terms of clear communications about meeting/event bookings, information about event logistics, individual requirements such as access, diet, etc, and a friendly, solution-focused approach;
- High-quality relationships are developed and maintained with suppliers;
- Project leader and other relevant personnel are well-supported in their duties;
- Every event takes place within the context of well-organised event logistics;
- The project website and other information channels are well-maintained and up-to-date; and
- Program data is stored safely and accessibly for program reporting and evaluation.

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#### **4. Main deliverables (outputs)**

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In support of the above benefits, the role is accountable for providing timely and well-organised administrative support for:

- The successful delivery of co-design meetings and other key meetings;
- The recruitment, development, and utilisation of trainers;
- The preparation and distribution of project documentation including training materials;
- The curating of the training webpage and related information channels;
- The scheduling of events and associated logistics, including through the Local Government Association in the scheduling and delivery of training to Councils;
- The successful delivery of the target number of program workshops; and
- The collection and storage of program data.

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#### **4. Main work activities (processes)**

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The successful candidate will undertake the following activities:

- First point of contact for operational enquiries about the program from potential agency participants, potential attendees, and potential trainers;
- Liaison with stakeholders (e.g. co-design team members, project team members, etc) regarding scheduling and attendance at meetings/events;
- Liaison with suppliers, including travel providers, venue providers, caterers, Auslan interpreters, online platform providers, graphic designers, Easy English practitioners, etc;
- Formatting and distribution of information materials (e.g. agenda, minutes, trainer recruitment, training materials, stakeholder surveys, etc);
- Liaison with program trainers re venue scheduling, event logistics, timesheets, etc;
- Data entry; and
- Other administrative duties as required in support of the project, and other duties as directed by the CEO.

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## 5. Reporting/Working Relationships

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

This role does not currently have any direct reports, however there may be a requirement to provide formal support and guidance to the following other roles:

- Students, trainees, interns, volunteers etc. who may from time to time become involved with JFA Purple Orange.

**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; and
- 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 from time to time.

The role demands a commitment to:

- Supporting the integrity of JFA Purple Orange by maintaining a high standard of personal and professional conduct that supports our values, including the following:
  - People living with disability having personal authority over their lives;
  - People living with disability should be active, valued members of mainstream community life;
  - Communities should be accessible and inclusive; and
  - Capacity-building for people living with disability is essential.
- Exercising ambassadorship for the organisation;
- Exercising good judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation;
- Supporting and contributing to the achievement of the JFA Purple Orange's goals, as set out in strategy and business plan documents;
- Initiating, and participating in, activities in support of sharing best practice and generating knowledge capital within and outside the organisation;
- Occasionally working outside of normal business hours where needed;

- Participating in performance planning and review, as frequently as required, but at least annually, and committing to ongoing personal and professional development; and
  - Being willing to change office location if directed as a result of service development and organisational change.
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## **ABOUT THE ROLE HOLDER**

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### **Essential Criteria**

1. Deeply-felt value base in support of improving the life chances of people living with disability and their families, especially in respect of choices and inclusion.
2. Experience providing administrative and logistical support to complex projects.
3. Excellent organisational and time-management skills.
4. Strong oral and written communication skills.
5. Ability to engage in a friendly, respectful and professional manner with a wide range of stakeholders.
6. Ability to work under limited supervision, establish priorities and meet deadlines.
7. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace which values diversity and is free of harassment, unlawful discrimination and bullying.
8. Strong skills in the Microsoft Office suite, including Word, Excel and Powerpoint.

### **Desirable criteria**

1. Lived experience of disability or personal insight into what it means to live with disability.
  2. Well-developed networks within the community services sector.
  3. An understanding of the role of local government.
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### **How to apply**

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Address your application (cover letter and CV) to Mr Robbi Williams, CEO, Purple Orange.

Submit your application (and address any enquiries) to Rebecca Dowd at [rebeccad@purpleorange.org.au](mailto:rebeccad@purpleorange.org.au) or 08 8373 8312.

Applications close at 11.59pm on Sunday 20 June 2021.