



JFA Purple Orange

Team Member

Role description & person specification

Title of Role:	PROJECT OFFICER – Road to Employment
Term of Appointment:	Position ends 31 March 2023 (0.6 FTE) Hours of work are negotiable and reduced hours are possible

ABOUT THE ROLE

1. Summary of the role's aim

Road to Employment is a three-year project aimed at increasing expectations and creating employment opportunities for people living with disability.

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

- Coordinating and delivering capacity building initiatives with employers across a range of industries, with the aim of building inclusive employment practices. This includes;
 - The co-ordination of a Community of Practice with employers working in specific industries
 - The delivery of one-on-one mentoring support to employers involved in the Community of Practice
- Liaising with key stakeholders and partners in delivery
- Developing resource materials for employers
- Assisting in the coordination of capacity building workshops and a mentoring program with students, parents and teachers
- Contributing to an external evaluation
- Other relevant project coordination activities

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 a Community of Practice model with employers across a range of industries
 - 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): Policy and 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 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

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. Proven ability to contribute to the management of complex projects
3. Experience in facilitating Communities of Practice (or similar)
4. Proven ability to professionally run events across different demographics within the disability community
5. Proven ability to contribute to project evaluation (or other research and information-gathering) frameworks, undertake analysis and report findings
6. An inquisitive and analytical mindset with the ability to self-start and the attitude to achieve a quality outcome within a complex policy environment.
7. Ability to work under limited supervision, 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
9. A relevant degree (or similar) and experience working in a project-based environment

Desirable criteria

1. Knowledge of barriers to employment faced by people living with a disability
2. Personal insight of what it means to live with disability
3. Knowledge of employment policies and processes across industry
4. Knowledge of legislation & policy settings and how they impact people living with disability