



Position Description

Position:	Capacity Development Coordinator
Reports to:	Manager – Resourcing Inclusive Communities
Terms of Employment:	Full time- Fixed Term Contract to June 30 th 2022
Award Scale:	SCHADS Award: Level 4-5 (depending on experience)
Date of Position Description:	October 2020
Key Relationships	<ul style="list-style-type: none"> ▪ Executive Officer ▪ Manager – Resourcing Inclusive Communities ▪ Media and Digital Communications Manager ▪ Advocacy and Leadership Development team ▪ People with disability, families, service providers, mainstream services and broader community

Family Advocacy

Family Advocacy is a statewide, not for profit disability advocacy organisation that works with families to promote and defend the rights and interests of people who have developmental disability. This is achieved by strengthening the advocacy role and influence of families so that they can speak out with, and on behalf of their own family member, or for people with developmental disability more broadly.

The Capacity Development Coordinator, will carry out the responsibilities of the position in accordance with the philosophy, policy and practices laid down by the Management Committee and in a way which reflects the cultural diversity of the Australian population.

Resourcing Inclusive Communities

Resourcing Inclusive Communities is an initiative of Family Advocacy and works across NSW. We hold the philosophy that people with disability thrive in the heart of the community, sharing the same everyday experiences as their fellow Australians.

We share our vision of social inclusion with the United Nations Convention on the Rights of Persons with Disabilities (CRPD). One of the eight guiding principles of the CRPD outlines that all people with disability have the right to experience full and effective participation and inclusion in society. Resourcing Inclusive Communities works with many allies in the community to support this vision.

We provide information through our online platforms, through events such as webinars, workshops and conferences, we design tailored training, mentoring and supports for external services, develop extensive resources and have a 1800 number that provides support across NSW. We support positive change through working closely with people with disability, their family members, service providers, mainstream services, businesses and the broader community.

Job Purpose

Resourcing Inclusive Communities is currently running a two-year project that works towards increasing the knowledge and considerations needed to support the genuine inclusion of people with disability. Supporting families in this knowledge growth, that leads to action, has a multilayered approach involving resource development, workshops and peer network development across NSW.

This coordination role will involve working within a small team to plan and deliver the project activities as set out in the project plan. With the role being under the direct supervision of the Resourcing Inclusive Communities Manager. This will involve all aspects required to develop and deliver webinars, workshops, undertake resource development and establish and support peer networks across NSW. A large component of the role will involve working directly with people with disability and their families over the phone, virtually and face to face as well as any other relevant stakeholders.

Key Responsibilities

1. Team Work

Work as part of a small project team to deliver all components of the project.

2. Events Coordination

- Undertake coordination and mapping of all events across NSW alongside other project staff under the supervision of the Resourcing Inclusive Communities Manager.
- Undertake all administrative tasks required in preparation for the marketing and delivery of events to ensure their success.
- Work with the Resourcing Inclusive Communities team and alongside other relevant positions within Family Advocacy to ensure optimum reach is achieved for all event promotions.
- Undertake content development for webinars, workshops and peer support content with the support of the Resourcing Inclusive Communities Manager.
- Coordinate all elements of the registrations process.
- Present and co-present content of all events alongside other Resourcing Inclusive team members and other presenters as required.
- Ensure successful completion of events, including extensive follow up with participants and others stakeholders.
- Undertake resource development as per project activities.

3. Collaboration, Networking and Communication

- Maintain and build on current networks, seeking out opportunities to expand the reach of the initiative and the success of this project.
- Ensure effective communication channels are created and maintained across the organisation to ensure other work areas are informed and can support the work of the project.
- Collaborate with other work areas to create opportunities for progression on the objectives of the overall project.

4. Social Media and Online Platforms

- Ensure all online platforms utilized throughout the organisation are used in an ongoing manner to promote this project including all events and updates.
- Develop a two-year campaign to promote inclusive lives for people with disability

using our social media channels, to be done alongside the Resourcing Inclusive Communities Manager.

- Monitor all online platforms alongside the Resourcing Inclusive Communities Manager and the Media and Digital Communications Manager.
- Work alongside the Resourcing Inclusive Communities Manager to maintain and enhance the current Resourcing Inclusive Communities website.

5. The Provision of Information, Follow-Up and Referral

- Work alongside the Resourcing Inclusive Communities Manager to promote the assistance that is available over the phone, email and virtually for people across NSW who want to build their knowledge of contemporary models that support meaningful employment for people with disability.
- Communicate effectively across all positions and teams within Family Advocacy.

6. General

- Attend staff and planning meetings as required.
- Undertake data collection.
- Attend conferences, seminars, meetings and workshops as approved.
- Prepare regular reports as required.
- Respond to calls and requests for information.
- Other duties as requested by the Executive Officer.

Travel Requirements of the Role

- Travel both across NSW and interstate will be required.

Physical demands and work environment

- This role requires the capacity to drive/travel within NSW to present or co-present at events. This may necessitate the packing of resources and equipment to take on the road and the moving and set up of resources and equipment on arrival at each destination, executing these activities in a safe manner.