



Position Description

Position:	Manager-Resourcing Inclusive Communities
Reports to:	Executive Officer
Responsible for:	Capacity Development Coordinator
Terms of Employment:	Full time- Fixed Term Contract to June 2023
Award Scale:	SCHADS Award: Level 5/6 (depending on experience)
Date of Position Description:	July 2020
Key Relationships	<ul style="list-style-type: none"> ▪ Capacity Development Coordinator ▪ Media and Digital Communications Manager ▪ Advocacy and Leadership Development team ▪ People with disability, families, Department of Education, 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 Manager-Resourcing Inclusive Communities, 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 has been an initiative of Family Advocacy since 2010 and since this time has delivered many beneficial projects that work towards supporting the full inclusion of people with disability.

This role will work to the strategic plan and key performance indicators to lead this initiative through to its next development stage.

This is a leadership role that involves having oversight and carriage of the work, direction and growth of this initiative. A large component of the work involves overseeing current and future projects as well as attracting relevant projects to the organisation.

Current project

Resourcing Inclusive Communities is currently running a three-year project that is focused on improving the employment outcomes of young people with disability. The project is targeted at school aged students and will work closely with families, schools and employment pathways with the objective of achieving positive employment outcomes-real jobs for real pay. This project involves a consortium of three capacity building organisations delivering the same grant in their respective jurisdictions being Queensland, ACT and NSW. As the lead organisation, Family Advocacy will be responsible for providing structures and supports to the two other organisations throughout the duration of the project.

This management role will involve oversight of the project activities as set out in the project plan and will involve deliverables such as webinars, workshops, conferences and resource development. Obtaining greater reach across NSW is essential to the success of this project and enhancing our current networks will be a major focus of this role. The role will involve working closely with people with disability and their families.

This role includes supervision of the Capacity Development Coordinator, who is part of the Resourcing Inclusive Communities team implementing this project.

Key Responsibilities

Strategic Leadership

- Provide strategic leadership and oversight to the work of Resourcing Inclusive Communities and seek out opportunities that may expand the possibilities within the objectives of this initiative.

Oversight of Project

- Provide complete oversight of any current or future projects under the supervision of the Executive Officer.

Building and Managing External Relationships

- Develop a partnership and facilitation approach to work alongside stakeholders and project consortium members.
- Ensure the smooth delivery of the project objectives, providing support and structures to achieve this.
- Ensure responsiveness to meeting the needs of consortium members and set up good processes to support this over the duration of the project.

- Network with a wide range of external stakeholders to increase the awareness and involvement with the objectives of the work of the initiative.
- Create beneficial partnerships and allies to support the work.
- Work with external consultants to undertake work as required.

Reporting and Meeting Deadlines

- Ensure all reporting requirements both internally and externally are undertaken in a timely manner and to a professional standard.
- Ensure that internal data collection is occurring and undertake opportunities to enhance data collection methods.
- Ensure that all deadlines are met and that processes are developed to support this.
- Ensure the evaluations and monitoring framework are developed and implemented across all projects undertaken.
- Meet regularly with the Executive Officer to report on work.

Content Development

- Develop as well as oversee content development for all events, online platforms and other external platforms.

Presenting and Facilitating

- Deliver content at webinars, workshops and conferences across NSW.
- Work alongside both internal and external presenters.

Expanding Reach across NSW

- Expand our current networks and reach across NSW.

Supervising Staff

- Supervise and coordinate the work of the project staff.
- Provide direction to ensure that project staff understand their role and work expectations.
- Build good and supporting relationships with project staff.
- Provide supervision in the development of content to be delivered.

Promotions

- Work with the Media and Digital Communications Manager to ensure an effective plan is in place to promote events and increase the reach across NSW.
- Ensure that promotional plans are evaluated for effectiveness and that a continuous improvement methodology is adopted to ensure increased reach.
- Develop and utilize our existing platforms to promote positive stories and narratives associated with the inclusion of people with disability.
- Promote the broader work of Resourcing Inclusive Communities and Family Advocacy at every opportunity.

The Provision of Information, Follow-up and Referral

- Ensure the timely response to calls, emails and meeting requests from people with disability and their families and external stakeholders.

General

- Attend staff, planning meetings as required.
- Data collection.
- Maintain harmonious relationships with the other employees.
- Attend conferences, seminars, meetings and workshops as approved.
- Prepare regular reports for Management Committee and as required.
- Other duties as requested by 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.