



Position Description

Position:	Advocacy and Leadership Coordinator
Reports to:	Advocacy and Leadership Development (ALD) Manager
Terms of Employment:	24-30 hours a week, Fixed term until 30 June 2018
Award Scale:	
Date of Position Description:	August 2018
Key Relationships	<ul style="list-style-type: none"> • Families • External Stakeholder • Media and Digital Communications Manager • Executive Officer • Systemic Advocate • Accounts, Admin and Event Coordinator • Resourcing Inclusive Communities team

Family Advocacy

Family Advocacy is a state-wide, 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 Advocacy and Leadership 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.

Job Purpose

To support, assist and contribute to the enhancement of families' knowledge and skills to enable them to effectively advocate for a life of meaningful community inclusion for their family member with a disability.

The provision of advocacy advice, follow-up and referral

- Respond to calls and emails from parents, other family members and/or workers, providing advice and information, follow-up and referral in relation to issues
- Analyse issues raised by families and provide timely advice on issues raised
- Undertake the necessary research to remain up to date with contemporary issues pertaining to people with disabilities
- Provide briefings across the organisation and disseminate relevant information accordingly

Development of information and resources for families

- Develop and coordinate face to face events to ensure timely promotions and delivery of events across NSW including those presented by external speakers
- Develop resources online, written and other mediums to support families in their advocacy efforts
- Coordinate scheduling for events in six month blocks in consultation with the ALD Manager

Develop and enhance the capacity of families

- Support, develop and identify leadership opportunities for families

Promotion

- Promotion and development of the Advocacy advice and information function of the organisation
- Promotion and development of workshops and events
- Development of fact sheets and fliers or other promotional material
- Initiate targeted approaches to the promotion of the work of the organisation through the various social media platforms

Physical demands and work environment

This role requires the capacity to drive/travel within NSW to present or co-present at workshops or information sessions and will necessitate the packing and set up of resources and equipment.

General

- Attend staff, planning and Management Committee meetings as required
- Data collection for administrative and planning purposes and for funder requirements
- Attend conferences, seminars, meetings and workshops as approved
- Prepare regular reports as required
- Deal with general enquiries as required
- Other duties as required by the ALD Manager and Executive Officer.

Agreed by:

/ Date