



## Position Description

Position:	Advocacy Engagement Officer-Disability Royal Commission (DRC)
Reports to:	Advocacy and Leadership Development (ALD) Manager
Terms of Employment:	20 hours a week, Fixed term until 30 June 2022
Award Scale:	SCHCDS Level 4/5
Date of Position Description:	July 2021
Key Relationships	<ul style="list-style-type: none"><li>• Families</li><li>• Media and Digital Communications Manager</li><li>• Advocacy and Leadership Team</li><li>• The Disability Royal Commission (DRC)</li></ul>

### 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 with 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 Engagement Officer-DRC 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

The Disability Royal Commission into the Violence, Abuse, Neglect and Exploitation of people with disability is the first Royal Commission of its kind in Australia. The Commission represents an important opportunity to highlight the significant issues that people with disability face. It also provides an opportunity to influence the Commission in regards to ensuring that strong recommendations are achieved that advances the rights and interests of people with disability more broadly.

This role will primarily drive the reach and increase the networks in order to Improve the number of people seeking to engage with the Commission. This includes:

- Undertake the necessary research to remain up to date with key information pertaining to the Disability Royal Commission for the purpose of disseminating this information to people with disability and their families
- Develop strategies to drive engagement through multiple channels to increase the number of people seeking support to engage with the Commission
- Grow networks (community/government/disability) and seek new ones to broaden the reach of the organisation within NSW
- Educate & support people with disability and families with the methods by which one can engage, give evidence, provide feedback to the Commission
- Support families to tell the stories of what has occurred for their family member with disability
- Provide ongoing and timely information to support this engagement
- Run information sessions to build understanding and confidence to engage with the Commission

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- Respond to calls and emails from families concerning matters that relate to the Commission
  - Provide briefings across the organisation and disseminate relevant information accordingly
  - Develop resources online, written and other mediums to support this engagement
  - Promotion and development of the Advocacy advice and information function of the organisation.

### **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. Information and workshops may also be conducted on a digital platform as required.

### **General**

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