

Project Coordinator – Diversity & Inclusion

Are you an energetic project coordinator with a passion for inclusion?

Do you enjoy a multi-faceted role?

Opportunity to coach small/medium business to enhance
disability confidence in employment.

- Interesting and varied project role
- Above-award salary at Level 5 (SCHADS) with immediate access to salary packaging
- Part-time with flexible work options
- Two roles – one located in Hunter Valley region of NSW and one in the ACT

The Australian Federation of Disability Organisations (AFDO) is a Disabled People's Organisation and a national cross-disability peak, championing the rights of people with disability and enabling them to participate fully in Australian life. AFDO offers a supportive work environment, with a team passionate about the rights of people living with disability. Benefits include options for workplace flexibility, remote working and immediate access to tax-reducing salary packaging (\$15,900 tax free income per year).

Snapshot of this Role

The Business Inclusion & Diversity Services (BIDS) is an initiative of the Australian Federation of Disability Organisations (AFDO) in collaboration with Deakin University. BIDS supports small and medium sized businesses to enhance their disability confidence to employ people with disability.

As Project Coordinator of this exciting initiative (with a previous track record of success), you will take overall responsibility for delivering the project and:

- Liaise extensively with businesses in Hunter Valley or ACT region
- Develop and deliver an accessibility toolkit (new and drawing on existing resources)
- Oversee the planning and delivery of workshops and events
- Be the key project point for the Hunter Valley or ACT region and key local stakeholders
- Oversee the engagement with workplaces providing guidance to Projects Officers
- Identify opportunities for people with disability to be engaged as consultants to provide disability specific insights into accessibility and employment

And plenty more!

About You

You have a genuine commitment to social justice and want to see a world where people living with disability can participate fully in their communities of choice. Ideally, you will demonstrate:

- An understanding of the barriers to employment for people with a disability and how disability may impact on the work environment
- A solid understanding of the challenges experienced by small business (knowledge of the Hunter Valley or ACT region and local businesses would be a distinct advantage)
- The ability to manage and deliver projects and keep multiple balls in the air
- Excellent relationship management, influencing and negotiation skills
- Experience in managing a small team
- Strong general IT literacy across the Microsoft suite and databases.

Your tertiary business or human resources qualifications would be highly regarded but are not essential.

People living with disability are strongly encouraged to apply.

Other role requirements include suitable remote working facilities (eg, home office), National Police Criminal Record Check and full COVID vaccination status or medical exemption.

This is a part-time role (22.5 hours per week) for a period of two years.

Interested?

Please submit a two-page cover letter responding to the selection criteria in the attached position description with your resume. Please specify which region you are located in (ACT or Hunter Valley, NSW).

Initial enquiries can be made to carol.lewis@afdo.org.au

Position Description

Position	Business Inclusion & Diversity Co-ordinator
Reports to	National Manager
Direct Reports	Project Officers
Works With	Business Inclusion & Diversity Officers and other AFDO staff AFDO Manager – Business Development & Sustainability Regional Development Australia staff
Award Classification	Level 5, Social, Community, Home Care & Disability Services Award
Term	Project term of 2 years Six month probationary period
Start Date	As soon as possible
Location	Hunter Valley Region, New South Wales / ACT region Remote Office in North Melbourne
Hours of Work	22.5 hours per week, worked Tuesday to Friday or Tuesday to Thursday
Date PD Approved	November 2022
<p>About the Project</p> <p>The Business Inclusion & Diversity Services (BIDS) is an initiative of the Australian Federation of Disability Organisations (AFDO) in collaboration with Deakin University. The BIDS aims to offer support to small and medium sized businesses to increase their disability confidence to employ people with disability.</p> <p>The BIDS commenced as a pilot program in 2015 (formerly Diversity Field Officer Service) that assisted up to 50 Geelong businesses to build their skills and confidence in relation to people with disability as employees and customers. The project has been reviewed, evaluated and changes implemented. As a result of funding from Regional Development Victoria, in 2018 the service partnered with Tourism Greater Geelong and the Bellarine (TGGB) to deliver Destination Accessible across the region, and to date has worked with well over 100 businesses.</p> <p>The Business Inclusion & Diversity Co-ordinator will oversee the Business Inclusion & Diversity Services team. The role has responsibility for the operational day to day running of the project, including developing and maintaining strategic relationships. The role will also work closely with small to medium businesses to build their skills and confidence in relation to people with disability as employees and customers.</p>	

Position Summary

This position reports to the National Manager – Policy, Projects, Sustainability and is responsible for overseeing the team responsible for implementing the *ILC Building – Economic & Community Participation Program – Building Employer Confidence & Inclusion in Disability* project and the Business Inclusion & Diversity Services in the Hunter region of New South Wales. The Business Inclusion & Diversity Services team will help shape the thinking of businesses of the benefits of a diverse workforce that is inclusive of people with disability.

The role will have extensive interaction with Hunter region businesses, other region businesses and liaise with local, state and national providers and people with a disability

Responsibilities

Project Coordination

- Drive the delivery the *ILC Building – Economic & Community Participation Program – Building Employer Confidence & Inclusion in Disability* project and *Business Inclusion & Diversity Services (the Project)* in the Hunter / ACT region, including:
 - Delivery of an accessibility toolkit drawing on existing resources and development of new resources to ensure the kit is locally relevant and addresses any gaps
 - Oversee the planning and delivery of project related workshops and events, including the delivery of specified Project Plan workshops (Disability Awareness Training) and other identified events during the project period
 - Be the key project point for the Hunter region and key local stakeholders
 - Oversee the engagement with workplaces (preference for 5<200 employees) over two years, guiding and working alongside BIDS Officers and other staff/contractors to meet project plan objectives to improve accessibility, recruitment and retention, and creation of employment pathways
 - Develop opportunities for people with disability to be engaged as consultants to provide disability specific insights into accessibility and employment. This will include identification of suitable people with disability, recruitment, design and deliver induction, oversee logistics (accessibility, invoicing etc) and organising connection with businesses
- Oversee the day-to-day running of the Project, including the implementation of the Department of Social Services Project Plan (Activity Work Plan) and meet all other funding deliverables
- Implement the project plan submitted to the Department of Social Services and develop an operational plan for delivery that takes into account the Department's agreed timeframes and signed Individualised Grant Agreement (IGA)
- Provide direction to AFDO regarding the development and rollout of the marketing and promotion strategy
- Provide one to one customised advice and support to small businesses to remove and minimise barriers that impact the recruitment and ongoing employment of people with disability

- Provide direct engagement and capacity building to businesses, with caseload will be negotiated depending on the number of days worked per fortnight and combined Project Officer hours.
- Deliver customised solutions for each business in a time effective and high-quality manner, including advice, recruitment channels which are appropriate to the business' objectives and referrals to appropriate services to enable businesses to continue their progress beyond the initial engagement
- Promote take-up of value-add opportunities offered by AFDO (such as training, consultancy, etc) to participating businesses and communicate opportunities to the National Manager – Policy, Projects, Sustainability
- Collect data, as directed, to inform the research methodology and generation of reports by AFDO which will measure how the confidence of business has increased over the course of the project
- Provide regular reports to the National Manager – Policy, Projects, Sustainability regarding achievement of milestones, progress, challenges and new opportunities
- Assist with funding applications, reporting to funders and expansion of the model in other sites as identified by the National Manager – Policy, Projects, Sustainability, as required

Stakeholder Engagement

- Build and maintain strategic relationships to the benefit of the project and AFDO
- Identify new strategic partnerships/relationships that enable the project to achieve its outcomes by the timelines specified. This relates to local, state and national providers and opportunities.
- Engage and build strong relationships with key stakeholders in the region
- Represent and promote AFDO at a local level, which may include presentations and other forms of representation (including attendance at meetings) as identified

Team Leadership

- Oversee performance of two Project Officers, allocating work and monitoring delivery and quality in accordance with AFDO policies and procedures
- Provide regular updates to the team on project progress, milestones and timelines

General

- Maintain a broad awareness of external matters relevant to AFDO's work.
- Assist with funding submissions and other fundraising activities when required.
- Work collaboratively with team members to contribute broadly to the achievement of AFDO's objectives.
- Participate in organisational and team planning initiatives.

- Comply with AFDO policies and procedures.
- Provide regular reporting as necessary.
- Undertake other tasks as directed by management in keeping within the scope of this role.

Responsibilities and Key Decision Making in this Role

- Manage any consultants or volunteer(s) assisting with policy, research or advocacy projects and the required workflow.
- Manage own calendar, logistics and administration.

Selection Criteria & Key Attributes

Ideally, candidates will be able to demonstrate:

- Relevant tertiary business or human resources qualifications would be highly regarded
- Understanding of the barriers to employment experienced by people with a disability
- Knowledge of disabilities and how they may impact on employment/work environment
- Good understanding of the challenges experienced by small business (knowledge of the Hunter Valley region or ACT/Canberra region and local businesses would be a distinct advantage)
- Demonstrated ability to manage and deliver projects
- Excellent relationship management, influencing and negotiation skills
- Well-developed communication skills – verbal and written
- Experience in managing a small team
- Strong attention to detail and creative problem solving
- Basic office admin knowledge, database management skills and general computer skills (Microsoft Outlook, Word, Excel, PowerPoint and internet).
- Ability to maintain a high level of organisation, productivity, independence and autonomy and to meet tight deadlines in a remote working environment
- Suitable remote working facilities (ie, working from home facilities) with reliable internet and mobile phone coverage
- Access to comprehensively insured motor vehicle

Other Requirements

- Working with Children Check
- National Police Criminal Record Check
- Full COVID vaccination status or medical exemption