

POSITION DESCRIPTION

<u>Position Title:</u>	Project Co-ordinator
<u>Classification:</u>	Social and Community Services Employee – Level 4
<u>Department/Program:</u>	Inclusion DesignLab
<u>Report to:</u>	Head of Policy, Research and Advocacy
<u>Location:</u>	67 Sutherland Road, Armadale
<u>Issued:</u>	9 October 2024

POSITION OBJECTIVE

The position exists to plan, co-ordinate and monitor several funded projects that aim to build the capacity of Inclusion Melbourne along with organisations and people with intellectual disability in a range of domains. The Project Co-ordinator will contribute to the production of reports and resources in accordance with organisational and project requirements.

Our Values

Integrity - *“To consistently act on sound moral principles”*

We will act with integrity by:

- Being respectful
- Doing what we say we'll do and being open about how we do it
- Being honest about what we can and cannot achieve
- Acting in a manner that is deserving of your trust
- Having skilled, competent and professional employees

Potential - *“The inherent ability or capacity for growth”*

We will see the potential of all persons by:

- Believing that everyone has the potential to keep achieving more
- Ensuring that everyone has equal opportunities for development
- Understanding that overcoming obstacles is a necessary part of the journey to success

Individuality - *“A single person regarded as a unique personality, distinguished from others by special qualities”*

We will embrace individuality by:

- Acknowledging uniqueness and accepting differences in a non-judgemental manner
- Using a person-centred approach to meet the unique needs of each person
- Supporting people to make choices that build the lives they want
- Working with people in unique and personalised ways
- Respecting individual and family customs, practices, beliefs, traditions and heritage

Relationships - *“A significant connection existing between people and communities”*

We will foster relationships by:

- Being honest with each other
- Supporting and encouraging each other
- Connecting people with their community and nurturing new relationships
- Working together to solve problems
- Listening to each other to achieve mutual understanding
- Strongly believing that together people create better lives

KEY RESULT AREA – Projects

Key Responsibilities	Duties
Plan, co-ordinate and complete projects according to budget specifications, grant agreements, timelines and partner needs.	<ul style="list-style-type: none"> • Completion of project evaluation and statements of acquittal- • Resource planning and procurement, including formal attainment of assistance from stakeholders, volunteers, other staff and management; • Ensure projects match agreed direction and funding requirements; • Preparatory research, design, project briefs, timeline and investigation in accordance with the requirements of the project; • Prepare or co-ordinate relevant documentation and reports to funders; project briefs; project publications; and project marketing activities; • Maintain frequent communication with internal and external project stakeholders; • Develop high quality project plans for each project • Planning, editing and design of resulting materials, including publications, presentations and reports

KEY RESULT AREA – Internal Programs

Key Responsibilities	Duties
Co-ordinate and set up the delivery of internal programs, workshops and consultancy for external stakeholder's use.	<ul style="list-style-type: none"> • Collate information and prepare reports, updates for website, newsletters, brochures, and other documents with support from the Head of Policy, Research and Advocacy • Build and maintain strong relationships with community leaders and stakeholder organisations. • Work closely with disability organisations and peak bodies to promote Inclusion Melbourne's consultancy and organisational training offerings • Assist in representing and promote the perspectives, activities, and expertise of Inclusion Melbourne; • Identify community needs and develop tailored proposals with the manager to address them • Liaise with a range of external stakeholders including government agencies, industry, business, non-government organisations, community groups and others as appropriate.

KEY RESULTS AREA – Team & Organisational

Key Responsibilities	Duties
Teamwork	<ul style="list-style-type: none"> • Attends and participates in relevant meetings • Contributes to the development of the administration team ensuring communication is positive and effective • Sets and keeps high standards of teamwork • Openly supports and respects diversity within the team • Works with team members to assist in planning and in achievement of team timeline, goals and outcomes • Proactively supports other team members.
Demonstrates and upholds Inclusion Melbourne Values	<ul style="list-style-type: none"> • Values of Inclusion Melbourne at incorporated into daily work practices.
Contribute to a safe and healthy workplace free from discrimination and harassment of any kind	<ul style="list-style-type: none"> • Contribute to the prevention of any discriminatory or harassing behaviour through appropriate conduct. • Responding to any observed incident of discriminatory or bullying behaviour in alignment with Inclusion Melbourne policies and procedures.
Training & Development	<ul style="list-style-type: none"> • Attend relevant training; • Demonstrate positive initiative and take opportunities to increase skills. Receive feedback in an open and receptive manner.
Customer Services (Internal & External)	<ul style="list-style-type: none"> • Model and provide excellent customer service to all stakeholders; • Feedback from all stakeholders is complimentary;

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| | <ul style="list-style-type: none">• Able to articulate a comprehensive knowledge of key aspects of Inclusion Melbourne's services. |
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ORGANISATIONAL RELATIONSHIPS

Reports to:	Head of Policy, Research and Advocacy
Supervision:	N/A
Internal Liaisons:	CEO Inclusion Designlab staff Direct Support, Support Coordination, and Community Support staff Administration, HR and Finance staff Inclusion Training staff
External Liaisons:	Local, State and Federal Government agencies Funding bodies Industry Business Non-government organisations Community groups Service users Members of the public Specialist Agencies and Services Universities, academics and researchers

ACCOUNTABILITY, EXTENT OF AUTHORITY, JUDGEMENT & DECISION MAKING

To achieve the duties and responsibilities of the position, the Project Co-ordinator is expected to:

- undertake a variety of tasks of a specialised and/or detailed nature under general direction;
- exercise professional judgement
- establish priorities and monitor workflow in areas of responsibility
- use initiative to identify, or predict an issue may arise and assess or think through resolution options using sound problem solving skills
- not commit the organisation to any obligations beyond the scope of the duties
- alert management of any potential issue or crisis.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Social, Community, Home Care and Disability Services Award 2010 (SCHADS Award) and the National Employment Standards (NES). Visit Inclusion Melbourne's website, staff portal, for further information. This position is part-time. Some travel and flexible approach to work hours may be required.

NDIS Worker Screening Check

It is a condition of your engagement with Inclusion Melbourne that your employment is subject to clearance through the NDIS Worker Screening Check. It is mandatory for incumbents of risk-assessed roles to have full clearance prior to commencing with Inclusion Melbourne.

Equal Opportunity & Diversity

All appointments will be made in conformance with the spirit and intent of the Equal Opportunity and Anti-Discrimination legislation. Inclusion Melbourne is committed to maintaining a diverse workforce that reflects the

diverse needs of the people we support. Inclusion Melbourne is an equal opportunity employer and encourages applications from people with a disability, and from culturally and linguistically diverse backgrounds including Aboriginal and Torres Strait Islanders, and the LGBTIQ community.

Quality and Continuous Improvement

Inclusion Melbourne has adopted a Quality Management program that incorporates continuous incremental improvement in all services provided to external and internal stakeholders, and in all associated policies, processes and procedures.

All staff members are required to display commitment to, and to participate in, the Quality Management program by constantly striving to introduce improved practice and efficiency in the performance of their duties by constantly striving to introduce improved practice and efficiency in the performance of their duties in order to ensure the continuous improvement of the organisation.

KEY SELECTION CRITERIA

Essential

- A genuine interest in, and commitment to Inclusion Melbourne's vision, mission and values of integrity, potential, individuality and relationships and the organisations strategic directions;
- An appropriate tertiary qualification with relevant experience; or other formal qualifications and experience in project management, communications, community engagement, project coordination, or similar.
- Excellent communication and relationship-building skills.
- Ability to work collaboratively with diverse groups, including peak bodies and community organisations.
- Strong organisational and time-management skills.
- Proficiency in Microsoft Office Suite and project management tools.
- Demonstrated work skills and experience in utilising project management processes to ensure objectives, timelines and budget requirements are met in project implementation;
- Proven team-work skills and the ability to work collaboratively or to undertake independent activities where necessary;
- Well-developed research and problem-solving skills;
- Sound written and oral communication skills, including the ability to author, prepare and present complex content and documents;
- Well-developed liaison and negotiation skills, including ability to consult effectively with community, business and government stakeholders.

Desirable

- Excellent interpersonal skills and demonstrated success in working effectively with a diverse range of people, including disability, CALD (culturally and linguistically diverse) backgrounds, LGBTIQ+ people, or people with complex communication needs.
- Knowledge and experience of delivering resource-based training or workshops to diverse stakeholders;

I have read, understand and accept this position description, and agree to fulfil the requirements of this role to the best of my ability. I understand that the position description may be modified from time to time to suit organisational requirements.

I agree to notify my supervisor immediately of any change in my capacity to meet the requirements. I also agree to inform my supervisor if any of the following requirements change:

- Driver license status (if applicable)
- NDIS worker screening check
- Compliance with Inclusion Melbourne's Vaccination Policy
- The capacity to fulfil the inherent requirements of the role

Employee's Name:

Employee's Signature

Date: / /