

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Project Assistant
Reports To:	Executive Director
Employment Type:	Fulltime
Salary/Award Classification:	Level 3 - Social, Community, Home Care & Disability Services Award

SOUTH AUSTRALIAN COUNCIL ON INTELLECTUAL DISABILITY

The mission of the South Australian Council on Intellectual Disability is to work towards achieving a South Australian community in which people with intellectual disability are involved and accepted as equal participating members. We do this through consultation with stakeholders, advocating for an inclusive community, promoting the rights of people with intellectual disability and liaising with likeminded organisations.

ABOUT THE ROLE

SUMMARY OF THE ROLE'S AIM

The Project Assistant is primarily responsible for supporting project and administration activities at SACID.

KEY RESULT AREAS

Project Work

- Contribute to the development of project plans.
- Support the implementation of project activities according to project plans under the supervision of the project team.
- Assist with identifying any potential issues or risks that could affect the progress of the project.
- Communicate with key stakeholders and support Project Officers to coordinate reference groups, committees and consultations to achieve project outcomes.
- Assist with maintaining project documents to track project progress.
- Assist with measuring project performance using the agreed evaluation strategies.
- Report on project progress and outcomes through participation in staff meetings.

Administrative Work

- Provide administrative assistance to project teams, SACID committees and groups.
- Assist with the development of policies and procedures.
- Assist with maintaining systems for SACID documents and databases (e.g. policies, procedures, membership, and CRM).
- Assist with preparations for workshops, events and fundraising activities.

Inclusive Practices

- Using a co-design model ensure people with intellectual disability and their supporters are involved in all aspects of projects.
- Assist with the development of Easy Read documents.
- Support Inclusion Workers with intellectual disability in their day to day duties in the workplace.
- Demonstrate best practice in inclusive practices at SACID.

Workplace Health & Safety

- Adhere to the WHS Act 2012
- Take responsibility for your safety in the workplace as well as the safety of others by ensuring adherence to all policies and practices.
- Identify and report potential risks.
- Participate in relevant training as required.
- Follow risk management plans for all projects and the organisations policies and procedures.

REPORTING/WORKING RELATIONSHIPS

This role reports to (role sponsor): Executive Director

This role provides formal support and guidance to the following other roles:

- Inclusion Workers
- Students, trainees, interns, volunteers and other similar positions who may from time-to-time be involved with SACID.

This role is responsible for maintaining good networks with stakeholders including:

- People living with intellectual disability, and other people in their lives such as family, friends and other supporters, including advocacy groups and peer networks
- SACID members

- Community leaders and NGOs relevant to the work
- Government staff relevant to the work
- Peak bodies

SPECIAL CONDITIONS

The incumbent is required to:

- Hold a Working With Children Check or be willing to obtain prior to commencing employment and must maintain this clearance on-going
- Be available for work-related travel from time to time

The role demands a commitment to:

- Support the integrity of SACID by maintaining a high standard of personal and professional conduct that supports our values, including:
 - **INCLUSION:** Inclusion for all
 - **VOICE:** Empowering people with intellectual disability and their families to have their voices heard
 - **RIGHTS:** Equal Rights for people with intellectual disability
- Support and contribute to the achievement of SACID's goals as set out in relevant documents;
- Occasionally work outside of normal business hours where required;
- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development;
- Be willing to change office location if directed as a result of service development and organisational change.
- Be willing to work from home when directed to.

Acknowledged by Role Holder:

Signature:

Date:

Acknowledged by Role Sponsor:

Signature:

Date:

ABOUT THE ROLE HOLDER

QUALIFICATIONS, SKILLS & EXPERIENCE

- You will hold the belief that all people are valued members of our community and you will assist people with intellectual disability to participate fully as members of our community.
- Qualifications in Disability, Social Work, Community Development or similar area.
- Experience working with people with intellectual disability, their families and supporters, and representative bodies.
- Knowledge of the disability sector and the current issues impacting people with intellectual disability, their families and supporters, the disability sector, and wider community. This will include a reasonable understanding of the NDIS and how it affects people with intellectual disability and their families.
- Knowledge of project management frameworks.
- Strong interpersonal and communication skills and demonstrated ability to deal with sensitive and complex inquiries.
- Strong organisation and time management skills.
- Ability to develop Easy Read documents.
- Ability to work effectively in a team.
- Strong working knowledge of Microsoft Office Suite.
- Must hold relevant working with children check or be willing to obtain prior to commencing employment.