



POSITION DESCRIPTION

POSITION TITLE	LGBTIQ+ Disability Social Inclusion Coordinator
CLASSIFICATION	Social, Community, Home Care and Disability Services Industry Award 2010, Social and Community Services Employee Level 5

ABOUT LGBTIQ+ Health Australia

LGBTIQ+ Health Australia (LHA) is the national peak health organisation in Australia for organisations and individuals that provide health-related programs, services and research focused on lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people and other sexuality, gender and bodily diverse people and communities. As the national peak body for LGBTIQ+ health in Australia, our mission is to provide a national focus to improve health outcomes for LGBTIQ+ people through policy, advocacy, representation, research evidence and capacity building.

LHA is an Equal Opportunity Employer and as such, we encourage LGBTIQ+ people with disability (PWD) to apply for this role. All roles at LHA place the needs of LGBTIQ+ Aboriginal and Torres Strait Islanders, BrotherBoys and SisterGirls as a priority across all of our programs.

ABOUT THE TEAM

The LHA Training and Capacity Building team is responsible for the oversight and delivery of funded programs including disability, aged care and palliative care. This team is responsible for ensuring that all project, programs and initiatives are delivered to the highest standards and are informed by the most current research and models of best practice. The team works collaboratively with other team across LHA to ensure that resources are maximised, avoid duplication and that LHA is working in a cohesive and dynamic way to increase reach and diversification of our programs.

The *Our Voices, Our Lives, Our Way* project is delivered in partnership with the National Ethnic Disability Alliance (NEDA). National Ethnic Disability Alliance (NEDA) is a national Disabled People's Organisation (DPO) that advocates federally for the human rights of PWD, and their families, from migrant and refugee backgrounds. NEDA is a founding member of Disabled People's Organisations Australia and is governed by PWD from migrant/refugee backgrounds.

ABOUT THE ROLE

The focus of this role is to lead the delivery of LHA's social inclusion disability program and initiatives. The role works with the Social Inclusion Disability Project Officer to provide national coordination of the *Our Voices, Our Lives, Our Way* project in partnership with NEDA. The project's aim is to increase social connection, self-advocacy, volunteering and community engagement through individual capacity building with LGBTIQ+ PWD across Australia. Paramount to the role is ensuring deliverables set out by the Department of Social Services' Information, Linkages and Capacity Building (ILC) grants program are met.



The core focus of this role is to ensure LHA and NEDA delivers the objectives specified in the Information, Linkages and Capacity Building (ILC) funding grant. The work of this role is guided by the key performance indicators in LHA's program contracts. This role will lead the following objectives:

- Engage in a unique social inclusion program of activities to build on the existing skills of LGBTIQ+ PWD to allow them to participate in self advocacy and navigate the disability services system.
- Develop a framework and resources that will focus on building individual and group-based skills through peer support, mentoring and volunteering skills.
- Develop a training module to strengthen LGBTIQ+ PWD's existing knowledge, build their skills and confidence to set, self-manage and achieve personal goals and to participate in social, economic and civic life.
- Collaborate across state and territory jurisdictions to create meaningful and transformative activities that will link LGBTIQ+ PWD across Australia and result in an increase in social connection, self-advocacy, volunteering and community engagement.

REPORTING STRUCTURE

This position reports to the Director Training and Capacity Building. The LGBTIQ+ Disability Social Inclusion Project Officer reports to this position.

PRINCIPAL DUTIES

- Establish relationships with potential project partners, including LGBTIQ+ PWD.
- Effectively collaborate and communicate with key internal and external stakeholders specific to LGBTIQ+ health and disability services.
- Coordinate the development and implementation of the *Our Voices, Our Lives, Our Way* project to achieve project objectives.
- Manage the *Our Voices, Our Lives, Our Way* project to ensure the project is delivered to the highest standards.
- Coordinate project milestones according to key outcome measures in funding agreement/s.
- Develop resources based on funding agreement/s specifications.
- Conduct research relative to the social inclusion needs of LGBTIQ+ PWD.
- Ensure co-design principles are embedded throughout each stage of the project/s.
- Undertake evidence-based research to develop the project resources.
- Identify and mitigate any project risks and proactively manage risks.
- Actively contribute to the development and implementation of organisational policy, particularly within your areas of responsibility and accountability.
- Identify and act on opportunities to engage with other LHA programs to ensure there is synergy across the teams.
- Ensure that the team complies with organisational directives, relevant legislation and regulations, codes of practice/ethics and organisational policies and procedures.
- Work within the project budget.
- Actively participate in and contribute to an ongoing process of supervision, team meetings, general staff meetings, quality improvement and professional development strategies.



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- Perform other duties to assist with the work of the project/s as requested by your line manager (or designate).
 - Act impartially and use influence and negotiation to effectively mediate and devise workable solutions for any project challenges.
 - This position may involve work outside normal business hours, e.g. occasional evening work required to meet critical deadlines.
 - Maintain a clean and safe workspace and abide by workplace health and safety policies and all other LHA policies and procedures.
 - Occasional travel within Australia may be required – where needed, alternative arrangements can be negotiated.
 - Undertake other tasks as requested.
 - Adopt continuous learning and improvement processes in all aspects of the position.
 - Understand, implement, participate and promote LHA's Policies and Procedures, and Workplace Health and Safety (WHS) objectives, processes and procedures.

KEY SKILLS & EXPERIENCE

Qualifications

- Tertiary qualifications in health, education, social science, health promotion or other relevant fields.

Experience Required

- Demonstrated experience in project management, specifically the implementation of disability programs.
- Demonstrated understanding of and commitment to the health and human rights of LGBTIQ+ people and disabilities including an in-depth knowledge of the social model of disability.
- Experience in working in partnership with disability sector peaks and organisations.
- Experience in delivering programs and resources using co-design principles.
- Experience of working effectively and collaboratively in a small team environment, with minimal supervision.
- Experience in leading and supervising a small team.
- Demonstrated understanding of the workings of government (Commonwealth and State/Territory) and the LGBTIQ+ health sector.

Computer Skills

- Good IT skills including use of Microsoft Office365.

Aptitude & Interpersonal Skills

- The ability to ensure sensitive, responsive program development, implementation and evaluation.
- Ability to communicate and engage with advisory groups, sector representatives and PWD.
- Strong initiative and self-motivation and ability to work autonomously and as part of a team.
- Proven innovative thinking and problem-solving skills.



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- Demonstrated skills in working effectively, productively and collaboratively in a team both with LHA, its member organisations and other organisations with minimal supervision.
 - Strong initiative and self-motivation and ability to work autonomously and as part of a team.
 - Understanding of and commitment to the health and human rights of LGBTIQ+ people and communities.
 - Excellent administrative and organisational skills and the ability to work with a demanding workload in a timely way.

KEY PERFORMANCE INDICATORS (KPIs)

- Member service and satisfaction, servicing both internal and external clients/members (customer, staff, member, stakeholder feedback).
- Satisfactory achievement of ongoing targets, goals and objectives as set and agreed with the Executive Director and the Organisation.
- Accuracy of data entry, filing, documentation and information management within the Organisation's database and systems.
- Responding to and answering telephone calls, enquiries and emails within set timeframes and dealt with in accordance with Organisational standards.
- Preparing, completing and submitting documentation and reports in accordance with Organisational standards and timeframes.
- Coordinate the development and delivery of high-quality programs within agreed timeframes to meet the objectives and standards expected of the Organisation.
- Activities undertaken are fully compliant with statutory, commercial and legal requirements.
- Timely identification and mitigation of Company related risks.
- Management, supervision, utilisation, development and engagement of staff reporting to the position including effective performance management.
- Following of instructions and completion of tasks in a timely, accurate and efficient manner which meet the requirements of the organisation, members and required regulatory standards.
- Following, utilisation and promoting of Organisational Policies and Procedures, Organisational Core Values and Work Health and Safety (WHS) requirements.