

**POSITION TITLE:**           **ADDC Support Officer**

**DEPARTMENT:**           **Inclusive Development Department**

**DATE:**                       **February 2019**

**REPORTS TO:**               **ADDC Executive Officer**

**Organisational Vision:**

An inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential.

**Organisational Mission:**

CBM Australia (CBMA) is an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world.

**Purpose of Role:**

The Australian Disability and Development Consortium (ADDC) Support Officer will work to support the communications and advocacy work of the consortium, raising awareness and lobbying on disability-inclusive programs in developing countries.

The role works with the ADDC Executive Officer to carry out the objectives of the ADDC.

The ADDC team is co-located with the Policy and Advocacy team of CBM Australia, a member and current host of ADDC.

The ADDC Support Officer is responsible for supporting the implementation of ADDC projects as outlined in the work plan and strategy approved by the Executive Committee.

**Level of Direction or Supervision:**

The ADDC Support Officer is supervised by the ADDC Executive Officer and will be self-sufficient in managing their agreed work tasks whilst collaborating with the Executive Officer and ADDC volunteers on ad hoc projects.

### Key Tasks and Priorities:

Key Areas of Responsibility	Key Tasks	Performance Indicators	Weighting Total= 100
Developing, coordinating and distributing ADDC communications.	<ul style="list-style-type: none"> <li>• Support publication of the monthly ADDC Bulletin, using Mail Chimp</li> <li>• Regularly produce and post content on Twitter, LinkedIn and Facebook</li> <li>• Maintain and develop the ADDC website through WordPress</li> <li>• Write copy for online content on disability inclusion and international development</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly bulletins are prepared and circulated within the agreed timeframe.</li> <li>• Online content is developed and posted across the various channels weekly.</li> <li>• The ADDC website is up-to-date and new material is added at least monthly.</li> </ul>	60
ADDG Activities and Events	<ul style="list-style-type: none"> <li>• Provide logistics support for ADDC events: bookings, invitations and follow up.</li> </ul>	<ul style="list-style-type: none"> <li>• ADDC events are planned and held in accordance with the agreed plan.</li> </ul>	20
Internal areas of responsibility and processes	<ul style="list-style-type: none"> <li>• Follow internal processes and procedures to manage ADDC work flow.</li> <li>• Provide administrative support to implementing the objectives of the ADDC work plan.</li> <li>• Undertake ad hoc tasks as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Work is carried out in a manner that meets agreed, annual KPIs.</li> </ul>	20

### SPECIFIC OUTCOMES REQUIRED

Support increased awareness of and engagement in disability inclusive development of the target groups for ADDC.

Support the development and distribution of communication content and materials across various channels.

Support day-to-day ADDC operations, events and activities which raise the profile of and support the objectives of ADDC.

### KEY COMPETENCIES OF ROLE

Experience working within a project team essential, with a preference for working in a communications or advocacy role

Good/advanced computer skills essential with experience working with Microsoft office suite, and experience with Word Press or Mail Chimp advantageous

Good written and oral communication skills, and good cross cultural understanding.

A sound understanding or willingness to develop an understanding of the international development sector.

Understanding and commitment to inclusion of people with a disability. Lived experienced with the impact of disability is an advantage.

Good interpersonal skills and understanding of dynamic stakeholders

Demonstrated ability to work under own initiative while also working as part of a team.

Tertiary qualification in relevant area an advantage

Commitment to CBMA's and ADDC's mission and values.

Experience in the disability and/or international development sector programs or projects is desirable.

### JOB EVALUATION

Factor	Level	Score
Responsibility and Accountability		
Judgement and Decision Making		
Interaction and Influence		
Knowledge and Application of Creative and Technical Skill		
TOTAL		
Salary Grading		

\*Factor Level definitions and Salary Grading information can be found on the CBM Intranet.

**Signed**

**Signed**

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**Inclusive Development Director  
Acting – Raine Dixon**

**ADDC Support Officer**

**Date**

**Date**

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