

- **ADDC Support Officer**
- **12 Month Fixed Term Role**
- **Part-time**
- **Box Hill Location**

The Organisation

The Australian Disability and Development Consortium is an Australian based, international network focusing attention, expertise and action on disability issues in developing countries; building on a human rights platform for disability advocacy.

ADDC secretariat is hosted within the Inclusive Development Department (IDD) of CBM Australia, which is responsible for advocacy, policy, research, technical advice and capacity development around disability inclusive development. We work with a range of national and international development partners and contractors to support disability inclusion in their work.

CBM Australia is an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world. We partner with local organisations with the aim of building and promoting an inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential. CBM Australia is a key member of the CBM global network and has in its remit strong field programming and advocacy work as well as fundraising.

The Role

ADDC is hiring a Support Officer to work alongside our Executive Officer to assist in the delivery of projects, including assisting in organising events, developing the monthly newsletter and social media communications. We are seeking applicants with a lived experience of disability and an interest in working in the international development sector.

The Profile

To be successful the candidate must have:

- Professional experience working in a project team, preferably in advocacy or communications
- Good communication and written skills
- Advanced computer skills with experience working with Microsoft office suite and experience with Word Press or Mail Chimp advantageous
- Cross-cultural understanding and demonstrated interpersonal skills
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- Understanding and commitment to inclusion of people with disability. Lived experience with the impact of a disability is preferred.
- Commitment to CBM's and ADDC's mission and values
- A willingness to contribute to the growth and development of ADDC and its work
- An understanding of rights based development approaches (desirable)

CBM Australia wants to recognise and reward our staff and can offer a number of attractive benefits; salary packaging, flexible working conditions, and professional development opportunities.

A full Position Description can be obtained from our website www.cbm.org.au.

If you meet the above criteria, please email a resume and a letter of application addressing the role's key tasks and priorities to:

People and Culture Recruitment Coordinator

+61 3 8843 4448

careers@cbm.org.au

Applications close:

Tuesday 26th March, 5:00pm

Background checks

CBM Australia is committed to workplace equity and diversity and encourages applications from Australian Residents with diverse cultural backgrounds and people with a disability are encouraged to apply.

CBM Australia is committed to the safety and best interest of all children accessing CBM supported services, programs and workplace.

Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.