



POSITION TITLE: Executive Officer, Australian Disability & Development Consortium (ADDC) 0.6 FTE

DEPARTMENT: Inclusive Development Department

DATE: February 2020

REPORTS TO: Head of Policy and Advocacy, Public Engagement Department

ORGANISATIONAL VISION:

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

ORGANISATIONAL MISSION:

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

CBM Australia provides the secretariat for the Australian Disability and Development Consortium (ADDC) within their Box Hill office in Melbourne. ADDC is a national network established in 2007 to focus attention, expertise and action on disability issues in developing countries and building a national platform for disability advocacy and action. ADDC comprises of a network of implementing agencies for the disability, international development, and university sectors, with a focus of embedding disability inclusion into the policies, advocacy and programs across the Australian international development sector.

PURPOSE OF ROLE:

The Executive Officer is responsible for coordinating the ongoing development, structure and strategy of ADDC in conjunction with the ADDC Executive Committee, membership and in line with ADDC strategic priorities. They are also responsible for the operational implementation of ADDC's strategy through management and coordination of advocacy and training outcomes.

The Executive Officer is required to have a wide range of experience and skill, especially strategic and program management, undertaking political advocacy, networking and event coordination.

LEVEL OF DIRECTION OR SUPERVISION:

The ADDC Executive Officer is the coordinator of a (currently unincorporated) network of agencies and individuals and works in close cooperation with the ADDC Executive Committee and the broader ADDC membership. The Executive Officer is seconded from the CBM Australia Policy and Advocacy Team, and therefore reflects part of CBMs strategic efforts to promote and realise disability inclusive development practice. They will be supervised within CBM by the Head of the Policy and Advocacy Team in conjunction with the presiding Chairperson of the ADDC Executive Committee. The role will report on an ongoing basis to the ADDC Executive Committee. Within this framework, the ADDC Executive Officer will be expected to be reasonably independent

in the day-to-day implementation of their key tasks, as well as work cooperatively within the Policy and Advocacy team.

The ADDC Support Officer (21hrs per week) is managed by the ADDC Executive Officer and works closely with the ADDC Executive Officer to support the activities of the Consortium. A primary focus of the ADDC Support Officer is delivering content for ADDC's online networking channels, including social media, a monthly e-newsletter and articles for the website, as well as supporting the coordination of events.

KEY TASKS AND PRIORITIES:

Key Areas of Responsibilities	Key Tasks	Performance Indicators	Weighting Total= 100
Strategic planning	<ul style="list-style-type: none"> • Implement ADDC strategic plan • Ongoing refinement of Governance documents. 	<ul style="list-style-type: none"> • ADDC strategic plan implemented according to annual work plan approved by the Executive Committee. • Governance structure & documents updated in line with ADDC's operations. 	15%
Management & Representation	<ul style="list-style-type: none"> • Coordinate the ADDC Executive Committee. • Engage with ADDC members. • Increase ADDC membership and their involvement at events. • Develop and manage relationships of key external stakeholders e.g. DFAT, ACFID, partner agencies. • Coaching approach to managing ADDC Support Officer to work towards KPIs 	<ul style="list-style-type: none"> • ADDC Executive satisfied with Executive Officer performance & outputs. • ADDC communicates well with its membership and is responsive to its requests; ADDC represented effectively at key meetings & committees. • ADDC membership, network & activities base growing & functioning across a variety of key areas. • Strong working relationship with DFAT, ACFID and partner agencies • ADDC Support Officer is supported to achieve KPIs 	25%
Advocacy & policy	<ul style="list-style-type: none"> • Develop and implement strategies to influence key government policies relating to international 	<ul style="list-style-type: none"> • Disability inclusion perspective in key development sector documents. • Regular meetings & correspondence with 	30%

	<p>development to be disability inclusive.</p> <ul style="list-style-type: none"> • Be active in and create opportunity for disability inclusion within political and community engagements. 	<p>Australian politicians; e.g. events, resources and meetings held.</p>	
<p>Networking events & resource sharing</p>	<ul style="list-style-type: none"> • Coordinate events to facilitate increased practice of disability inclusive development across the Australian Aid sector. • Coordinate a peer support network of Disability Focal Points in the Australian aid sector. • Keep up to date on current trends, resources and events- attend where appropriate, with intent to share with ADDC membership. 	<ul style="list-style-type: none"> • Events coordinated, possibly including webinars, forums, and sessions at conferences. • Disability Focal Point Network meets online monthly. • Current trends, resources and events communicated to membership via ADDC web, regular Bulletins & presentations & attendance at key functions. 	<p>30%</p>

SPECIFIC OUTCOMES REQUIRED

<p>Coordinate the implementation of the ADDC strategic plan and work to a set budget, in cooperation with the ADDC Executive Committee.</p>
<p>Develop, implement and evaluate strategies that encourage member participation in activities.</p>
<p>Monitor and evaluate ADDC's activities.</p>
<p>Maintain ADDC's position as the key peak advocacy body for disability-inclusive development (DID), including timely and informed input into Australian Government policy and international issues.</p>
<p>Provide regular updates to the membership and coordination of ADDC meetings.</p>
<p>Develop and facilitate opportunities for members to meet e.g.: Practitioner Interest Forums, webinars, disability focal point network etc.</p>
<p>Undertake /supervise work plan activities, including ADDC Support Officer – which may include correspondence, compiling submissions and reports for government bodies or other agencies, maintaining and updating list of members, ensuring the distribution of relevant information and attending management meetings.</p>
<p>Provide reports to the Executive Committee, ADDC membership and secretariat organisation as requested or required.</p>
<p>Provide representation at relevant conferences & meetings.</p>
<p>Undertake other activities as required by Executive Committee.</p>

KEY COMPETENCIES OF ROLE

Proven understanding of the international development sector, including understanding of key stakeholders and approaches.
Proven skills to deliver effective policy advocacy, preferably with experience targeting the Australian Government and relevant departments.
High level negotiation and interpersonal skills, including written and verbal communication.
Strong networking skills, reflected in ability to liaise with key government and industry bodies.
Able to work in cooperation with a wide range of stakeholders and coordinate varied input in advisory documents, etc.
Excellent organisation and time management skills.
Strong analytical skills and ability to develop and implement strategic approaches.
Willingness to travel (potentially 3-4 domestic trips per year).

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.

Terms and Conditions

General terms and conditions of employment are as per the CBM Australia General Enterprise Agreement 2015

Performance Planning and Review

Performance planning and reviews will be carried out every six months.

Signed
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Signed
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Date

Date