

Executive Officer, Australian Disability and Development Consortium

0.6 Parental Leave position (12 month contract)

Box Hill, Melbourne Location

About us

The Australian Disability and Development Consortium (ADDC) is a network of over 600 members including Australian international development agencies, managing contractors, academic institutions and disabled people's organisations acting as a collective voice calling for the inclusion of people with disabilities across the Australian international development sector. Working from a national platform for international disability advocacy and action shaped by the ADDC members, ADDC plays a key role in advocating for disability-inclusive development be a priority cross-cutting theme for all Australian international development efforts.

The ADDC Secretariat is hosted by CBM Australia, 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 partners with government and non-government 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.

About the role

As a member of the ADDC Secretariat, you will work to a high standard to:

- Coordinate the ongoing development, structure and strategy of ADDC, in conjunction with the ADDC Executive Committee and in line with ADDC strategic priorities
- Oversee the operational implementation of ADDC's strategy through management and coordination of advocacy and training outcomes
- Monitor and evaluate ADDC's activities
- Develop, implement and evaluate strategies that encourage member participation in activities
- Provide relevant reports and work to set budget
- Undertake and supervise work plan activities for the ADDC Support Officer
- Provide representation at relevant conferences and meetings

About you

The successful candidate will bring the following:

- Strategic and program management
- Proven policy advocacy experience, preferably at a Federal level

- Networking and event coordination
- A proven experience in or understanding of the international development sector
- High level negotiation and interpersonal skills, including written and verbal communication
- Ability to successfully build relationships and influence key stakeholders including government and international development organisations
- Preferred experience in or understanding of disability-inclusive development

Consistent with our commitment to the principle of "Nothing about us without us" candidates who have a disability are strongly encouraged to apply.

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.

Apply

If you would like to join our organisation please [Click Here](#) and include a cover letter addressing your interest and what you have to offer. For further information a full Position Description can be obtained from our website www.cbm.org.au

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. 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.