



POSITION TITLE: Senior Disability Inclusion Advisor
DEPARTMENT: Program Impact (PI)
DATE: February 2024
REPORTS TO: Head of Inclusion Advisory Group Australia (IAG)
FTE: 1
LOCATION: Richmond, Melbourne (Hybrid)

CBM AUSTRALIA

CBM Australia is Christian international development organisation with a focus on disability. We have more than 115 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

ORGANISATIONAL VISION

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

ORGANISATIONAL MISSION

CBM is fighting to end the cycle of poverty and disability.

GROUP/DEPARTMENTAL OBJECTIVE

The CBM Australia Program Impact department partners with the disability movement, organisations of persons with disability (OPDs) and other key external partners to influence, develop and support the delivery of high-quality, transformational programs and advice, delivering lasting change to people with disabilities across the globe.

Through our five functional teams (International Programs, Pacific Impact, the Inclusion Advisory Group, Effectiveness, and Operations), the Program Impact department generates and applies evidence and learning to inform our advice, strengthen program practice and extend sector thought leadership. The department works collaboratively across CBMA and CBM Global to amplify the reach and impact of our work via our three "vehicles of change" – field programs, advocacy and advisory.

As well as being part of CBM Australia's Program Impact Department, the Inclusion Advisory Group Australia team is also part of the broader Inclusion Advisory Group network across CBM Global.

TRAVEL

International and/or interstate travel is a requirement of the position up to 8 weeks per annum. This includes travel in challenging conditions to portfolio countries. It is a condition of employment that all staff abide by CBMA travel and safety and security policies and procedures as well as in-country safety and security protocols required to travel to the location. This may include country specific vaccination requirements.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS



CBMA is committed to the protection and safety of all children and vulnerable adults that come into contact with our organisation and programs. All staff are required to understand and comply with CBM Australia's Safeguarding Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy, Code of Conduct and Safeguarding Behaviour Statement.

- This role requires CBMA representation when visiting the field (internationally and domestic).
- This role has contact with children when visiting the field and requires a current Working with Children Check.

RESPONSIBLE FOR

The Senior Disability Inclusion Advisor will be a core member of CBM Australia's Inclusion Advisory Group and will accordingly contribute at a high level to the implementation of the IAG strategy and business model. IAG exists to support others to put inclusion into practice. We partner with the disability movement to influence humanitarian and development organisations, institutions, and systems to realise the rights of people with disabilities.

As a member of the IAG team, the Senior Advisor will contribute to ensuring the IAG program is of sound quality, growing in line with CBM's approach, appropriately resourced and promoted both internally and externally. This will be done through a combination of activities and responsibilities:

- Demonstrate high quality disability inclusion technical advice (TA) on policies and programs, change facilitation, capacity strengthening and contributing to the evidence base for disability inclusive practice in line with the CBM Australia strategy.
- Play a leadership role within the team on selected work areas and projects and technical lead roles.
- Contribute to CBM Australia's long-standing partnership with DFAT on disability-inclusive development.
- Lead on stakeholder and partnership management.
- Contribute to the mentoring and enabling development of the wider IAG network as well as individual local advisors in CBM Global teams and OPD partners.

While the advisor is expected to work relatively independently, they will work collaboratively with the IAG team and with other IAG colleagues in Australia and globally. The Senior Advisor is expected to demonstrate initiative, to develop and maintain partnerships with IAG clients and delivery partners, and to coach development and humanitarian partners and IAG advisors in the delivery of quality inclusion advice.

REPORTS TO

Head of Inclusion Advisory Group Australia

LEVEL OF DIRECTION OR SUPERVISION



The Senior Advisor will work closely with the other advisors in the team, including having their work regularly reviewed by peers, as per our peer review approach.

MAIN ACTIVITIES

1. Provide disability inclusion advice and capacity development to development and humanitarian stakeholders.

- Leads on key contracts and portfolios of advisory work.
- Assists stakeholders to assess their organisational disability inclusive development or humanitarian action capacity.
- Brings in depth knowledge or skills in one or more technical areas.
- Strengthens the disability inclusion capacity of partner organisations through the provision of training, as well as ongoing mentoring and support.
- Provides quality inclusion advice to development and humanitarian partners, including advice in policy, programming, research, and evidence and/or capacity development at national, regional, and international levels.
- Leads and contributes to monitoring, evaluation and learning activities relating to disability inclusion.
- Brings strong understanding of government and development policy and processes; helps examine and improve processes and systems for greater disability inclusion across DFAT.

2. Work with and alongside OPDs and people with disabilities in the provision of advisory support on disability inclusive development and humanitarian action.

- Advocates for the role of people with disabilities and OPDs in all in-country work.
- Brokers effective relationships between development / humanitarian partners and OPDs as appropriate.
- Develops and maintains effective partnerships and collaborations with OPDs which focus on two-way learning.
- Where appropriate, contributes to the capacity strengthening of OPDs to enable them to more effectively influence development and humanitarian partners for disability inclusion.

3. Contributes to the development and dissemination of an evidence base for disability inclusive development/ humanitarian action.

- Supports partners in the documentation of case studies, best practices and lessons learned, and the planning and implementation of research.
- Leads on the provision of disability inclusion advice to research applications in areas of expertise.
- Contributes to a resource library of tools, publications and research from area(s) of expertise.
- Contributes to dissemination of information to key stakeholders.

4. Contribute to partnership/ contract development and management.

- Contributes as agreed to the management of contracts with external agencies, maintaining appropriate communication and delivering work to agreed deadlines, standards, and partnership agreements.
- Contributes as agreed to the management of organisational partnerships in line with partnership principles and in accordance with the partnership agreement.
- Cultivates and maintains positive relationships and clear communication with clients, partners, consultants, associates, subcontractors, and disability movement stakeholders.
- Identifies new work opportunities, which lead to new contracts/ partnerships/ activities in line with organisational and departmental strategy and priorities.
- Represents CBM and the issue of disability inclusion in relevant stakeholder groups.

5. Teamwork and administration.

- Demonstrates leadership in modelling inclusive behaviours.
- Participates, contributes, and demonstrates leadership in regular team meetings, and one-on-one meetings with manager.
- Progresses the department 'implementation plan' in relevant ways, including contributing to internal learning and resources on allocated topics/sectors.
- Provides mentoring and coaching to peers and demonstrates leadership in CBM IAG team peer review processes.
- Undertakes administrative tasks as required, including work-planning, time-sheeting, KPI tracking etc.
- Contributes to and participates in wider organisational initiatives and events, representing the Inclusion Advisory Group.
- Contributes to a team culture that values proactive problem-solving, open and honest communication.

KEY SKILLS/QUALITIES

- Knowledge and experience in two or more related disciplines: international development, humanitarian action, human rights, policy, disability, and preferably also in a specific sectoral area: e.g., disaster risk reduction, climate change, Humanitarian, gender, social protection, health, economic empowerment.
- High level qualifications and extensive applied background in international development, disability or social sciences, public health, social policy or other relevant qualifications.
- Ability to foster partnerships, facilitate dialogue, and ensure the inclusion of diverse perspectives in development processes. Demonstrated experience working with Organisations of Persons with Disabilities and/or established networks with the disability movement will be highly regarded.
- Rights-based approach to disability – knowledge of and/or experience in applying the principles of human rights-based approaches to development and humanitarian action.
- Strong ability to analyse complex data, conduct research, and synthesise information for evidence-based program design. This includes conducting

situational assessments, identifying root causes of development challenges, and applying innovative approaches to address them effectively.

- Experience in design, implementation, monitoring and evaluation of rights-based development or humanitarian programs and policies, preferably including experience working on disability inclusive programs and policies.
- Strong Cross-cultural competence – understanding of and respecting diverse cultural contexts, adapting approaches to local conditions, and building relationships based on trust and mutual respect.
- Excellent writing skills and the ability to contribute to research and monitoring, evaluation and learning activities.
- Excellent communication skills, including the ability to adapt pitch, style and content of messages for different audiences, and to communicate in an inclusive manner.
- Excellent interpersonal skills, including the ability to develop and maintain networks, build partnerships and alliances, and influence the policy and practice of individuals and organisations requiring communication with a range of stakeholders in low- and middle-income country contexts.
- Demonstrated experience in different forms of capacity development and facilitation.
- Experience in leading, coaching and mentoring others. Demonstrated ability to motivate individuals or teams towards achieving a common goal.
- Availability to undertake international travel (in approximately 1–2-week blocks.)
- A high level of proficiency in English (both verbal and written)
- Enthusiasm for the mission of CBM Australia and alignment/comfort with being part of a faith-based organisation.

SPECIFIC OUTCOMES REQUIRED

- Quality disability inclusion advice provided to key stakeholders (including DFAT) who have improved disability inclusive practice as a result.
- Progress the learning and development of IAG advisors through a combination of resource development, coaching, peer reviews, and other capacity development initiatives to support partners to improve their disability inclusion practice.
- Develop strong and respectful partnerships for Inclusion advisory work:
 - Internally - within CBM Australia and across CBM Global three levers of change (advocacy, advisory and field programs)
 - Externally - with potential and current IAG clients and other implementing partners including Organisations of Persons with Disabilities and other IAG associate advisors.
- Contribute to team learning through the development of internal resources, participation in meetings and peer review processes, as well as contributing to organisational initiatives and meetings.
- Contribute to growing the profile and reputation of IAG in line with the strategic plan. Professional networks and relationships are developed and maintained.



- Risk issues are identified, kept updated and appropriate mitigation strategies and developed, implemented and maintained.
- Contribute to monitoring, evaluation and learning in relation to IAG.

INTERNAL CONTACTS

- All CBM staff, including members of the Inclusion Advisory Group network.

EXTERNAL CONTACTS

- Advisory clients and partners, consultants, associates, subcontractors, and disability movement stakeholders.
- Broader international development and humanitarian sector stakeholders.