



**POSITION TITLE:** Australian Disability and Development Consortium (ADDC) Policy Support Officer  
**DEPARTMENT:** Fundraising & Engagement  
**DATE:** January 2026  
**REPORTS TO:** Executive Officer, ADDC  
**FTE:** 0.4 FTE  
**LOCATION:** Richmond, Melbourne (Hybrid)

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### **CBM AUSTRALIA**

CBM Australia is a 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**

CBM Australia provides the Secretariat for the Australian Disability and Development Consortium (ADDC). The ADDC is a national network of members.

ADDC is a collective voice calling for the inclusion of people with disabilities across the Australian international development sector through sharing expertise and advocacy. The ADDC mission is to bring people together to inspire, influence and support all international development actors to embrace and deliver disability inclusive development. ADDC is governed by an Executive Committee elected by its members, with the Secretariat hosted by CBM Australia.

### **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.

### **RESPONSIBLE FOR**

- **Policy**
- Harness evidence and analysis from across the disability and development sectors and support the development of credible policy positions.
- Maintain detailed understanding of the context on disability and development in Australia and the Indo-Pacific region and, to a lesser extent, globally.
- **Communications**
- Developing, coordinating and distributing ADDC communications content and materials across various channels.



- Researching and providing quality information to ADDC members on advances in disability equity and international development.
- Support increased awareness of ADDC and disability inclusive development to engage and build ADDC's membership.
- **Support**
- Coordinate the administration of day-to-day ADDC operations, events and activities which raise the profile of and support the objectives of ADDC.
- Manage ADDC membership database and website.
- **Administration**
- Provide administrative support to the delivery of the ADDC work plan, including support to the Executive Committee when required.
- Periodically oversee volunteers.

## **REPORTS TO**

Executive Officer, ADDC

## **SUPERVISES**

Volunteers as required.

## **MAIN ACTIVITIES**

- Contribute to positioning ADDC to be able to provide credible disability equity and rights input on government policy and international issues.
- Coordinate, draft and support publication of digital communications with members, including the monthly ADDC Bulletin
- Research, produce and post content on LinkedIn and Facebook to engage members and build the network.
- Maintain and develop the ADDC website through Word Press, including advancing the accessibility requirements where possible.
- Co-ordinate logistics support for ADDC external in-person and virtual events, including bookings, registrations and follow up.
- Provide secretariat support across ADDC's operations for the ADDC Executive Committee, including coordinating monthly virtual meetings and annual in-person meeting.
- Manage ADDC membership database, including monthly reporting to EO and processing new membership applications.
- Provide administrative support to implementing the objectives of the ADDC work plan
- Follow internal processes and procedures to manage ADDC workflow
- Build and maintain strong working relationships with members of the CBM Australia Policy and Advocacy team and other stakeholders within CBM and the ADDC Executive Committee
- Undertake any other tasks as required by the Executive Officer.

## **KEY SKILLS/QUALITIES**

- Demonstrated experience in research and policy development.



- Experience working within a project team essential, with a preference for working in a communications or international development teams.
- Advanced computer skills essential, with experience in Mail Chimp and Canva preferred.
- Proven written and oral communication skills, with experience developing engaging written materials.
- Experience managing logistics for both in-person and online events, including booking external providers and managing registrations.
- 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
- Enthusiasm for the mission of ADDC and CBM Australia and alignment/comfort with being part of a faith-based organisation.
- Experience in the disability and/or international development sector programs or projects is desirable

#### **INTERNAL CONTACTS**

ADDC Executive Officer, CBM Australia Head of Policy and Advocacy, CBM Australia Policy and Advocacy Team,

#### **EXTERNAL CONTACTS**

ADDC Executive Committee and ADDC Membership.