

## POSITION DESCRIPTION

<b>Position title:</b>	<b>E-Learning Officer, National Centre for Disability Advocacy</b>
<b>Report to:</b>	Manager, National Centre for Disability Advocacy
<b>Direct reports:</b>	None
<b>Organisation:</b>	Disability Advocacy Network Australia Ltd
<b>Location:</b>	Work from home in locations within Australia
<b>Classification:</b>	Level 5 - Social, Community, Home Care & Disability Services Industry Award 2010
<b>Pay range:</b>	\$93,432 to \$97,661 per annum plus superannuation – full-time equivalent
<b>Employment type:</b>	Contracted (till 30 June 2025), with the possibility of extension
<b>Time fraction:</b>	Part-time – 30.4 hours per week (4 days)
<b>Probation Period</b>	Six months

### OUR ORGANISATION

The National Centre for Disability Advocacy (NCDA) is a service delivered by Disability Advocacy Network Australia (DANA), the national representative body for a network of independent advocacy organisations throughout Australia.

### ABOUT DANA

DANA is the national representative body for a network of advocacy organisations throughout Australia. Our vision is of a nation that includes and values people with disabilities and respects human rights for all. Our purpose is to strengthen, support and provide a collective voice for independent disability advocacy organisations across Australia that advocates for and with people with disability. We achieve this by:

- promoting the role and value of independent disability advocacy
- providing a collective voice for our members
- providing communication and information sharing between disability advocacy organisations
- providing support and development for members, staff and volunteers of disability advocacy organisations

- building the evidence base to demonstrate the value of disability advocacy
- promoting the human rights, needs, value and diversity of people with disabilities.

DANA is a membership organisation, its members being independent advocacy organisations who have objectives and purposes consistent with DANA.

DANA recognises the rich diversity of people across Australia and is committed to ensuring that its team is reflective of the diverse community it serves and to supporting a culture of equity, inclusion and diversity. People with disability, First Nations people and people from culturally and linguistically diverse communities are actively encouraged to apply.

### **ABOUT THE NATIONAL CENTRE FOR DISABILITY ADVOCACY (NCDA)**

The purpose of the NCDA is to improve access to disability advocacy services and to support independent advocacy organisations to maintain and enhance the quality of services. The NCDA supports the growth and sustainability of the disability advocacy sector by providing resources and identifying opportunities and service gaps. The NCDA plays an important role in supporting the development of the sector and contributes to its long-term success. Its focus is on assisting the sector to build capacity and to identify and address unmet demand, and on elevating systemic advocacy.

NCDA supports National Disability Advocacy Program (NDAP) providers by:

- Developing training opportunities and resources
- Creating and encouraging opportunities for networking and collaboration
- Collating existing resources reflecting good practice and developing resources where gaps exist
- Identifying and anticipating challenges facing the sector and developing approaches and resources to face these challenges
- Researching and analysing data provided by the sector:
  - for the sector's information and education
  - to support requests and other representations made to government
  - to develop an evidence base identifying unmet demand for disability advocacy
- Engaging with the sector regarding current systemic advocacy projects to identify opportunities for collaboration between organisations.

The NCDA seeks feedback from the sector to continually refine its priorities and focus areas.

## **ABOUT THE POSITION**

The E-Learning Officer will work as part of a team to build evidence-based best practice resources for the disability advocacy sector. The role will include:

- The development and maintenance of online learning resources, including self-paced courses
- Sourcing, implementing and monitoring a Learning Management System and associated authoring tools to meet the needs of the sector
- Assisting in the preparation of interactive webinars and peer networks.

## **KEY OUTCOMES**

- Ensure advocacy sector staff have access to training and education that is evidence-based and helps to maintain their skills and knowledge to deliver high quality advocacy to individuals with disability.
- Identify and implement up-to-date and relevant online training resources and courses to reflect current best practice advocacy frameworks.

## **KEY ACTIVITIES**

- Identify an appropriate Learning Management System that meets current and ongoing needs of the sector and the NCDCA.
- Develop and maintain e-learning courses using a Learning Management System and content authoring tools.
- Assist in the development and facilitation of professional development activities delivered by the NCDCA including webinars, peer networks and working groups.
- Coordinate the annual training calendar, including liaising with external presenters, setting up a registration process through Eventbrite (or similar platform), maintaining contact lists, and collecting data for reporting.
- Identify opportunities to create content that will increase the skill and knowledge of the advocacy sector.
- Develop guides and factsheets that can be used by the disability advocacy sector to inform their service delivery model and operating effectiveness.
- Undertake activities to build an understanding of, and respond to, unmet need and unmet demands for the sector.
- Provide minute taking and other administrative support to working groups and the NCDCA team.

## **GENERAL ACTIVITIES**

- Represent the National Centre for Disability Advocacy in a professional manner at all times, and in accordance with its purpose and values.
- Comply with all relevant WH&S requirements.

- Complete required tasks – such as budget input, and operational reports - in an effective and timely manner.
- Undertake other duties, as required.

#### **KEY RELATIONSHIPS**

Internal:                      Manager, Education & Engagement Officers, CEO

External:                     Department of Social Services (DSS); disability advocacy organisations funded through the National Disability Advocacy Program (NDAP); disability advocacy organisations funded outside the NDAP; broader disability service sector

## **SELECTION CRITERIA**

### **ESSENTIAL CRITERIA**

- Tertiary qualifications in a discipline that supports the duties of the position, such as education, training and e-learning.
- Demonstrated ability to work constructively and collaboratively with a range of stakeholders and partners.
- High level of interpersonal, written and verbal communication skills.
- High level computer skills using a range of programs including Microsoft, Eventbrite and content editing tools.
- Demonstrated experience in assisting to develop and deliver adult education programs including the development of online tools and resources.
- Experience in helping to develop and deliver education, and training in a range of online formats.
- Ability to troubleshoot and problem-solve in a small team.
- Demonstrated ability to be productive and motivated in a remote work environment.

### **DESIRABLE CRITERIA**

- Knowledge of the disability or disability advocacy sector.

### **SPECIAL REQUIREMENTS**

- Employment is subject to a satisfactory National Police Check, and Child Related Employment Screening Check.
- Undertake out of hours work as required on an occasional basis.
- Ability to undertake some interstate and overnight travel.

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