

## JDF Regional Project Officer – Community of Practice (CoP)

### Kin Vision and Purpose

**Our Vision:** Australians who live with disability, cultural and language barriers know and exercise their rights which gives them the independence, control, and freedom to enjoy a fuller life, no matter who they are.

**Our Purpose:** We advocate for Australians with layered disadvantages – those with disability, cultural and language barriers – to have equal opportunity for a better life.

### Primary Objective of Role

The primary objective of the **Regional Project Officer – CoP** role is to facilitate the development of two self-sustaining Regional Disability Support Worker CoP hubs; one in the Kimberley and one in the Goldfields Region.

The project will increase the capacity, learning and connections of regional disability support workers. This will be done through online and in-person workshops, forums, individual and collective mentoring and coaching. In each CoP Kin will partner with a key local organisation to ensure optimum engagement and build sustainability beyond the term of the project.

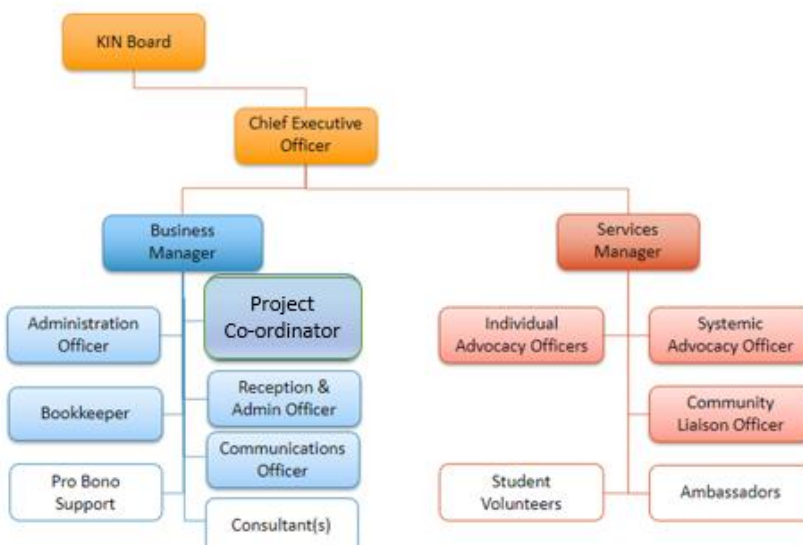
The two **Regional Project Officer's – CoP** will deliver the project - based out of Kin's Broome office and most likely co-located in Kalgoorlie - by working with the **Project Coordinator – CoP** who is based out of Kin's Osborne Park (Perth) Office.

Delivery of in-person, skills development workshops, mentoring and consultancy in the Kimberley and Goldfields are project deliverables as well as materials and resources to support the CoP.

### Organisation

The **Regional Project Officer – CoP** will work under the direction of the **Project Co-ordinator – CoP**.

*The organisational chart below shows the reporting relationships in the organisation.*



## Key Responsibilities

Key Responsibility Area*	Desired Outcomes
<ul style="list-style-type: none"> <li>• <b>Deliver CoP Project</b> <ul style="list-style-type: none"> <li>• With direction, fulfil the CoP Project Plan (R)</li> <li>• With minimal direction, undertake coordination of project activities to facilitate key project outcomes (D)</li> <li>• Engage regularly with the Project Coordinator – CoP (D)</li> <li>• Engage with local organisations/ providers in the relevant region/s (R)</li> <li>• Engage with Regional Disability Support Workers (R)</li> <li>• Establish regular mechanism for contact with stakeholders and organise governance/recordkeeping (F)</li> <li>• Establish CoPs Hub by 31 January 2024 (A)</li> <li>• In consultation with CoPs, plan calendar of events and schedule for workshops (A)</li> <li>• Support mechanism for CoP mentoring/coaching/consultancy support (A)</li> <li>• Deliver events and support (2024-2025) (D)</li> <li>• Support in the creation and dissemination of information material and resources (O)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Kin delivers CoP project outcomes</li> <li>• Kin embeds a culture of learning and improvement</li> <li>• Kin is well managed and run</li> <li>• Kin offices feel welcoming and safe to clients from multicultural and Aboriginal backgrounds</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Implement People System</b> <ul style="list-style-type: none"> <li>• Ensure Kin complies with human resource legislation, such as Fair Work, Equal Opportunity, Discrimination, WHS, Workers Compensation when undertaking activities. (R)</li> <li>• Ensure safety of those engaging within the CoP in relevant region/s (O).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Kin is recognised as an employer of choice</li> <li>• Kin has the right people to deliver its services and programs, and manage its business</li> <li>• Staff are treated fairly and have access to their entitlements</li> <li>• Staff feel engaged, valued, and supported.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Contribute to Project Reporting</b> <ul style="list-style-type: none"> <li>• Follow data and information collection reporting processes as required by funders, the CEO, the Board, the Project Coordinator and statutory authorities. (R)</li> <li>• Report on impact, evaluation activities and project milestone in line with reporting requirements. (R)</li> <li>• Ensure all project expenses are appropriately documented and accounted for (R)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Funding agreements are acquitted well, and funding is maintained</li> </ul>

<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Participates in monthly supervision sessions with the Project Coordinator. (R)</li> <li>• Participates in and provide reports at monthly all staff meetings and fortnightly/weekly project meetings via TEAMS or face to face. (R)</li> <li>• Participates in service improvement processes, including client feedback mechanisms. (R)</li> </ul>	<ul style="list-style-type: none"> <li>• All confidential requirements are maintained.</li> <li>• Staff are supported in their role.</li> <li>• Communication and feedback enhances overall Kin performance.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Undertake professional development where relevant. (O)</li> <li>• Duties for this position should not be considered definitive. Duties may be added, deleted or modified by the CEO in consultation with the incumbent as necessary. (O)</li> <li>• Job descriptions and staff performances will be reviewed regularly. (A)</li> </ul>	<ul style="list-style-type: none"> <li>• Professional development leads to continuous improvement and increased staff knowledge.</li> <li>• Adapting to change enables the organisation to be flexible in the event of unforeseeable changes.</li> </ul>

\*Key responsibilities are those over which the role holder has a controlling impact on end results and where shared responsibility with others is subordinate. Other duties may be required as the Kin organisation develops.

## Key Challenges & Complexities

The key challenges and complexities faced in delivering this role in the context of the responsibilities highlighted above are:

- Remaining agile and flexible to respond to new challenges and priorities
- Building trust and collaboration within Kin workforce
- Working in regional areas from a metropolitan base
- Responding appropriately to multiple stakeholder needs
- Clearly managing staff expectations
- Managing external goods and service providers

### EXPERIENCE, SKILLS & KNOWLEDGE

The **Regional Project Officer – CoP** will ideally have the following experience, skills, and knowledge:

Experience:

- Project implementation
- Community engagement and collaboration
- Ability to form meaningful partnerships and stakeholder relationships
- Working cross-culturally in a not-for-profit organisation

Skills:

- Establishing rapport and encouraging participation

- Interpersonal and intercultural communication
- Risk identification and monitoring
- Training, facilitation and group mentoring

Knowledge:

- Understanding of regional delivery of disability/cultural community supports
- Understanding of the Equal Employment Opportunity Act, Work Health and Safety, and other relevant Human Relations legislation and policies
- Contemporary legislation and policies related to disability, indigenous and multiculturalism

## VALUES AND QUALITIES

**Regional Project Officer – CoP** will need to demonstrate the values of the organisation and the personal qualities required for the role:

<b>Kin Values</b>	<b>Personal Qualities</b>
Courage	Analytical
Diversity	Problem solving
Expertise	Resilience
Collaboration	Organisation
Empowerment	Determination
Steadfastness	Engagement

## Employment Details

<b>Employment Status</b>	Staff
<b>Commitment</b>	15 hours per week (0.4 FTE)
<b>Start Date</b>	August/September 2023
<b>Location</b>	Kalgoorlie or Broome
<b>Award Level</b>	Social, Community, Home Care and Disability Services (SCHADS) Award (2010) Level 6.1
<b>Allowances / Special Conditions</b>	Salary packaging

## Approvals

PROPOSED

APPROVED

<b>Name</b>	Wendy Rose	<b>Name</b>	Wendy Rose
<b>Position</b>	Chief Executive Officer	<b>Position</b>	Chief Executive Officer
<b>Date</b>	July 2023	<b>Date</b>	