

Job Description

- Title:** Project Officer
- Type:** Permanent part time (0.8 FTE flexible)
- Location:** Adelaide
- Reports to:** Program Manager
- Salary:** \$70K to \$75K FTE p.a. plus 9.5% super plus salary packaging

Organisation purpose and background

Siblings Australia is a not for profit organisation that exists to support siblings of people with disability. Its mission statement is *Siblings: Acknowledged, Connected, Resilient*.

Since its establishment in 1999 by its current CEO Kate Strohm, Siblings Australia has developed a national and international reputation for its work with families and professionals. This work has included workshops/resources/online supports for siblings, parents and providers in order to improve the capacity of siblings to manage any challenges, conducting research, and providing public advocacy to improve understanding of the importance of siblings.

Organisation growth and transformation

In December 2019, after many years of advocacy by the founder, Siblings Australia was awarded a national NDIS ILC grant for a three year project 'Stronger Siblings: Stronger Families'. The grant will enable significant growth in Siblings Australia programs throughout Australia, and the organisation will be seeking several committed staff to build on its original vision.

Knowledge and Skills

The attributes, skills and experience required for this role are:

- a) Experience in supporting a Project Manager or similar to carry out tasks within a major multi-year project or program of work
- b) High level communication skills
- c) Highly organised, active listener who is a team player
- d) Proficient with Microsoft Office
- e) Knowledge of (or ability to rapidly acquire knowledge related to) consumer-directed care and the NDIS

We are very interested in hearing from candidates who identify as a sibling/parent of a person with disability, or who have lived experience of disability.

Responsibilities

- 1) Provide timely, high quality support to the Program Manager who has overall responsibility for managing the 'Stronger Siblings: Stronger Families' project
- 2) Contribute to the creation of content for education and training programs



- 3) Provide support to the Program Manager in administering Siblings Australia's Peer Support programs, including face to face and online
- 4) Support the Program Manager in relation to research into best practice approaches and systems in the area of sibling/family advocacy and support

Key behaviours to be demonstrated at all times

- Consultative, collaborative
- Uphold the principles of full inclusion for people with disability
- Abide by the Siblings Australia Code of Conduct

Licences/certificates required

Current Working with Children check

Current Australian Driver's Licence

For enquiries, contact Kate Strohm on 0408720558 or kate@siblingsaustralia.org.au

[APPLY](#) now via SEEK website

Applications close COB 31st March 2020