

Queenslanders with Disability Network Ltd (QDN)

Position Description

Position Title	Engagement Lead, QDeNgage
Work Type	Full time (38 hours per week), fixed term contract to 31 December 2023 with possible extension subject to funding. Job share would be considered – please indicate on application if this is your preference
Classification	Social, Community, Home Care and Disability Services Industry Award 2010 – Social and Community Services Employee, Level 6
Total Remuneration	\$96,969.60 - \$101,250.24 per year (pro rata where applicable), plus 10.5% Superannuation, 17.5% leave loading and the option to salary sacrifice up to \$15,900 to increase your take home pay
Location	Hybrid working, from home and our Spring Hill based office, negotiated on commencement, with some travel required to meet project deliverables.

About QDN

QDN is in its 21st year of making a difference to the lives of people with disability. We are a human right based, membership representative body of over 2500 people with a disability and their supporters. Our vision is that people with disability are active and valued citizens of Queensland. Our mission is to empower people with disability to be fully included as citizens in the social and economic life of the community. Our motto is *‘Nothing about us, Without us’*

QDN’s work is centred around a strong state-wide network of people with disability across Queensland, to inform, connect, lead, and influence change to deliver an inclusive Queensland community.

About the role?

The role is to lead on QDeNgage, our for purpose, fee for service arm of that connects organisations with people with lived experience of disability, to inform and influence the development of inclusive products, policies and services to the communities they serve. QDeNgage also delivers a range of community awareness, training, workshop and other consultancy services to government, business and community organisations, to build their capacity to better engage with people with disability. The position will require some travel.

What will you bring to the role?

- High level of knowledge and awareness things that are important in the lives of people with disability
- Demonstrated experience leading projects, especially within the disability sector or human services fields
- Effective engagements skills across a broad range of consumer, community, and government stakeholders; with engagement experience in the disability, health or human services areas that enable you to build relationships and communicate with influence
- Ability to work independently and lead others, exercising appropriate initiative and judgement to solve problems and seek guidance where appropriate
- Experience working with Microsoft 365 and other software applications
- Demonstrated ability to source and write grant applications and funding submissions
- Facilitation and training skills highly desired
- A demonstrate commitment to innovation and finding opportunity and implementing improvement and change
- We deeply value lived experience. People with disability, or family connections of people with disability are strongly encouraged to apply

What will you do in the role?

1. Secure business opportunities through actively promoting, marketing, and negotiating terms with Government, business, and community sector stakeholders
2. Develop and deliver project proposals, budgets, and plans
3. Lead the development and implementation of a range of co-designed and co-delivered consumer and community engagement initiatives, in collaboration with QDeNgage consultants with disability
4. Grow the QDeNgage consultant pool, through identifying new consultants and developing the skills of existing consultants, to extend their skills to participate in funded engagements, projects, or services
5. Use your highly developed organisational skills to determine priorities, and constructively work through issues to achieve solutions and deliver outcomes
6. Facilitate workshops and events, both in person and virtually
7. Deliver on the organisational management and governance responsibilities to:
 - Participate actively in QDN culture of a safe and inclusive work environment
 - Coordinate internal resources, recruitment, management and direction of project staff and volunteers
 - Compliance with relevant State and Commonwealth legislation and frameworks including QDN's Quality Management System, NDIS Quality and Safeguards and Queensland Human Rights Act
8. Other duties as directed by your line manager

What can you expect from working at QDN?

QDN has a rich history as a unique and diverse disability membership organisation. Every day you'll have the opportunity to learn from and work alongside our members, learning from their lived experience and working towards improving inclusion in their lives.

We are a small, supportive, and friendly team with strong human rights values, never afraid to advocate for change and stand up for things that are not right for people with disability. We offer flexible working; we know that whilst our work is important it is only part of your story. Finally, we want you to grow and develop whilst working here, if you grow, our organisation grows with you.

Key Relationships

Under the supervision and direction of the Engagement Manager, this position works as part of a team where interdependencies and collaboration with colleagues, QDN members and internal and external stakeholders are critical to the successful delivery of projects, services, and activities. The role has leadership responsibilities, with one current direct report.

Key Job Requirements

Relevant tertiary qualifications (or demonstrated equivalent experience) or relevant experience in the areas of disability, human services and/or project management experience would be highly desirable.

Some screening and/or licences are required to fulfil the role as per the list below:

Positive Exemption Notice (Yellow Card)	Essential
Police Check	Essential
Evidence of up to date* vaccination against COVID-19	Essential
Drivers Licence	Essential

**As per latest definitions by the Australian Technical Advisory Group on Immunization (ATAGI), or who have a medical exemption based on ATAGI guidelines*

How to Apply?

Please provide to applications@qdn.org.au

1. A letter of no more than 3 pages, that addresses your demonstrated suitability to the role by responding to **What will you do in the role?**
2. Your current CV