# **BLIND CITIZENS AUSTRALIA**

# **POSITION DESCRIPTION**

# **Project Officer**

# (9 month contract with the possibility of extension)

# About Blind Citizens Australia

Blind Citizens Australia is the National representative organisation of Australians who are blind or vision impaired. Our mission is to achieve equity and equality by our empowerment, by promoting positive community attitudes, and by striving for high quality and accessible services which meet our needs.

# Duty Statement

* Position Title: Project Officer
* Duration: 9 month contract with the possibility of extension (includes a 1 month probationary period)
* Region: The position will focus chiefly on project delivery in NSW, the ACT and South Australia, but will also contribute to nationally focused project work from time to time. The successful applicant can work from BCA’s Melbourne or Sydney offices. There is also the option of working remotely by negotiation with the Chief Executive Officer either from office space in another location or from home.
* Hours: 22.5 hours per week (some weekend and evening work will be required)
* Salary: to be discussed at interview and paid under the SCHADS Award. Superannuation contributions and salary packaging are available.
* Reporting Relationships: The position reports to the CEO.

# Position Purpose

* Deliver high-quality projects on time and within budget, which contribute to the empowerment of people who are blind or vision-impaired.
* Undertake ongoing consultation with people who are blind or vision-impaired from diverse backgrounds to ensure that projects are relevant and accessible.
* Contribute to research and evaluation which will inform future project delivery and provide data to support funding applications.

# Duties:

# Project Delivery

* Prepare project plans which ensure that projects are delivered within required time-frames and which include risk management and communications strategies.
* Effectively manage project staffing and financial resources to ensure that projects are delivered by appropriately skilled staff and within budget
* Ensure that projects have a strong focus on accessibility to people who are blind or vision-impaired from a wide range of backgrounds.

# Project Consultation

* Commit to continuous development of strong and effective networks to support project consultation with people who are blind or vision-impaired from a range of backgrounds, blindness agencies and the wider community.
* Develop accessible and effective consultation processes to under-pin delivery of relevant projects which meet the needs of people who are blind or vision-impaired.

# Evaluation and Research

* Develop and implement pre and post evaluation processes which are accessible and provide opportunities for participants to offer feedback on all projects delivered.
* Undertake research to inform the development and delivery of projects to ensure that they are evidence-based.

# Key Selection Criteria

1. Demonstrated ability to manage projects across multiple locations and to work to a budget
2. Highly developed research skills including collecting data, analysing information and preparing professional standard reports
3. Demonstrated ability to work autonomously and to see projects through to completion
4. Ability to work with people in a small team across multiple locations with a unity of purpose and support for all team members
5. Ability to work with and relate to people who are blind or vision-impaired and with people from diverse backgrounds

Note : Blind Citizens Australia employees are required to work within the policies, procedures and philosophical framework of the organisation and to adhere to the highest professional and ethical standards in the performance of duties and responsibilities associated with the position.

**Applications close at 5:00 pm on Monday 27 August 2018**

Applications addressing the key selection criteria should be emailed as a Word file to:

Anna Briggs

Executive Assistant

Blind Citizens Australia

Email: anna.briggs@bca.org.au

If you require more information, please contact Blind Citizens Australia on 1800 033 660.