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# Position Description: Project Officer Business

## 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.

We are a small but geographically diverse team working closely to achieve our mission. We thrive on communication, innovation, collaboration and making a difference in the lives of our members. We are a workforce made of 75% of people with disability, you will need to be comfortable working with, for and in partnership with all staff and stakeholders who are blind or vision impaired.

We enjoy supporting each other, making things happen and offer a diverse working experience.

## About you

Projects are your thing; you can implement a project plan, and with your own flair, meet the required outcomes. You understand how to identify gaps and create opportunities that meet the need. Tight timeframes don't bother you; the motivate you and you relish in meeting them.

While you're someone who can just get in there and get the job done, you're also a collaborator; you know how to work with the people around you, listen and learn from others and share your skills and experiences. You love to share your ideas and incorporate the ideas of others to ensure that the project meets its objectives. You have integrity, are a great communicator, have a client focus and are outcomes driven.

## The stuff you need to know

This is a 9-month, full time contract.

You will be a key player in the delivery of Blind Citizens Australia's "Eye to the Future 2.0" project, a project that focusses on increasing employment opportunities for people who are blind or vision impaired through changing the perspectives and attitudes of employers, recruiters and HR professionals. You will do this by hosting roundtables, establishing connections with key industry bodies and attending their events, increase access to traineeships and grad programs, provide remote work advice and assistance.

You will be working within a small project team of up to 7 other staff.

## Duty Statement

* Position Title: Project Officer - Eye to the Future
* Duration: 9-months
* Commitment: 37.5 hours per week
* Renumeration: Paid under the SCHADS Award, Level 5
* Reporting Relationships: The position reports to the Project Manager.
* It is a requirement that all BCA staff and volunteers hold a current police check.

## Key Selection Criteria

1. Highly developed written and oral communication skills.
2. Experience in a project related role working successfully to timelines and deadlines, ideally in a remote working set up
3. An understanding of the employment landscape for people who are blind or vision impaired.
4. Previous project experience within the community services and not for profit sector
5. Strong grasp of technology, especially Microsoft Word and outlook
6. Research and writing to develop business plans, project development, demonstrating a high level of knowledge and expertise in the project area
7. Stakeholders and relationship focus. Establish and maintain relationships with people at all levels; develop useful partnerships to benefit the project
8. Planning and organising. Establishes processes to guide work and track progress; Recognise actual and potential barriers and finds effective ways to deal with them

To apply for this position please send your resume and a cover letter, addressing the selection criteria to Sally Aurisch, General Manager of Projects and Engagement at recruitment@bca.org.au.

To enable people who use assistive technology to access your documents, we request you send them in Word format. Applications sent in PDF may not be considered.

For more information contact Sally Aurisch on 1800 033 660.

Please send your application by COB 31st October 2021.