

Ph 1800 033 660 | E bca@bca.org.au | W [bca.org.au](http://www.bca.org.au/) | ABN 90 006 985 226

# Employment Opportunity: NSW/ACT Advocacy Projects Officer

* Part-time 22.8 hours per week, flexible working arrangements, work from home
* NSW-based role
* Work for passion – in a Not for Profit
* Provide individual and systemic advocacy support to BCA's NSW/ACT State Division, branches and members. Represent BCA on NSW-based disability access committees and forums.

## About us

Blind Citizens Australia, (BCA) is the national representative organisation of people who are blind or vision impaired.  Our mission is to inform, connect and empower Australians who are blind or vision impaired and the broader community.

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

## About you

You have a strong understanding of advocacy, at a systemic and individual level, and you leverage this to empower BCA's NSW/ACT State Division members, NSW/ACT branches, and individuals.

You authentically represent BCA and its members, on disability advisory committees, working groups, and in sector forums.

You have an awareness of the issues faced by people who are bind or vision impaired such as access and accessibility

You always seek to consult and work collaboratively to ensure that your works brings out the best in people.

You love to work with people, whether it's your own team, members of BCA or other stakeholders and value the contribution they can bring to the organisation.

You have the ability to undertake administrative tasks, including answering phones, responding to emails, data entry, and reporting.

## The stuff you need to know

### Position Purpose

* To provide advocacy support to NSW and ACT branches and individual members. And to grow capacity to respond to individual and systemic advocacy within the State Division and Branches.
* Systemic advocacy including representation
* To provide support to BCA’s NSW/ACT State Division committee.
* To maintain ongoing effective relationships with BCA members, staff, committees and partners in NSW and the ACT.

### Roles and Responsibilities

* Support the NSW / ACT to deliver the activities of the State Division Plan
* Represent members of NSW / ACT on disability access groups, committees and forums
* Advocate for the rights of people who are blind or vision impaired in NSW and the ACT.
* Provide guidance to the NSW/ACT State Division and the Policy and Advocacy Team on the development of submissions
* Lead state-based member consultations, where appropriate
* Assisting with the development of tools and resources to support people who are blind or vision impaired
* Administrative tasks, including answering phones, responding to emails, data entry, and reporting.
* Supporting staff with research, evaluations and other administrative tasks

### Reporting Relationships and Delegations:

This position reports to Policy and Advocacy Manager

This position has no direct reports

### Key Selection Criteria

1. Strong knowledge of Microsoft Word, Excel, and Outlook. Shortlisted candidates will need to be able to demonstrate these skills prior to interview.
2. The ability to work collaboratively with staff in a remote environment, with a high level of autonomy.
3. High level of communication, both written and verbal, with all stakeholders including members, partner organisations and government.
4. A strong understanding advocacy, both systemic and individual, with the ability to promote the rights of people who are blind or vision impaired.
5. The ability to authentically represent BCA and its members on disability advisory committees, working groups, and in sector forums.
6. Ability to work with and relate to people who are blind or vision impaired.
7. Establish relationships, collaborate and engage with relevant teams and stakeholders

- This position is a 12-month contract

- The position has a focus on NSW and the ACT. The successful applicant can take advantage of flexible remote working arrangements, working from home.

- 22.8 hours per week (some weekend and evening work may be required).

- BCA seeks to prioritise diversity and inclusion, people with disability encouraged to apply. If you require reasonable adjustments to the recruitment process please contact us on the details below to discuss.

- Salary is under the SCHADS Award – level 5.1

- It is a requirement that all BCA staff hold a current police check.

To apply for this position please send your resume and a response to the selection criteria, in word format to ensure accessibility for the recruitment team, to recruitment@bca.org.au using NSW/ACT Advocacy Projects Officer in the subject line.

For more information contact Angela Jaeschke, General Manager Operations, on 1800 033 660. Applications close: 28th October 2022