# Position Description

**Position Title:** Project manager – increasing participation in employment for people with intellectual disability (0.8 FTE)

**Reporting to:** CEO, Centre for Disability Studies

**Direct reports:** Occupational therapist specific to internship; lived experience mentor(s); support mentor(s)

**Location:** Centre for Disability Studies, Camperdown, Sydney

## Purpose of the position

The University of Sydney and CDS aim to create a proven best model of practice for an Employment Transition Program that will serve as the gold standard for people with intellectual disability to attend university and transition to work. This initiative will empower both students and employers, ensuring successful and positive employment outcomes for graduates of our inclusive university program. With the benefit of an evidence-based engagement and transition program, the CDS and the University envisage future national engagement from university partners.

This program aims to build on the successes of the existing Uni 2 Beyond (U2B) program by targeting current students with intellectual disability and alumni who have been through the U2B program. A fundamental aspect of the program is the co-design and co-delivery of programs with individuals who have intellectual disabilities.

The Project Manager will have overall responsibility for ensuring the internship transition program is designed and delivered within the 2.5 year timeframe with all milestones achieved.

Overall, the project aims to:

* Co-design an internship module to be delivered to Uni2Beyond alumni and students.
* Build capacity with lived experience mentor(s) and supporter(s) in co-design and training delivery.
* Prepare students for internship, support transition to, and through internship and into employment.
* Engage experts in employment and transition planning to support preparedness for internship through a comprehensive system of learning, goal setting and person-centred supports.
* Identify/develop appropriate mechanisms to match individual student with work roles.
* Build long lasting relationships with employers and capacity within to employ people with intellectual disabilities.
* Build collaboration across the employment eco-system, including but not limited to, NDIS; DES providers; mainstream employers to develop sustainable employment pathways for students with intellectual disability.
* Build capacity across the eco-system through training and awareness raising.
* Promote and advocate for system and structural change.

The project is a collaborative partnership between the Centre for Disability Studies (CDS) and the University of Sydney. The position is funded by a philanthropic donor organisaiton. The Project Manager role will be based at the Centre for Disability Studies and will work collaboratively with CI O’Donovan and the University based Relationship manager, and the wider CDS team. The specific responsibilities of the Project Manager are outlined below.

## Responsibilities and Duties

### Key Responsibility Area 1 -Project Management and report

* To develop and implement a project plan in collaboration with the CI
* Lead the project team to ensure a consistent, consolidated and unified approach to project implementation and delivery.
* Maintain excellent record keeping of financial, process and outcome (where relevant) data, informing reporting for the project and funder.
* Coordinate and participate in project meetings, both internal and external
* Build relationships and manage project communications with participants and all team members
* Lead process evaluation using mixed methods approaches to capture feedback and reflections from all stakeholders over the life of the project and provide interim and final evaluative project report

### Key Responsibility Area 2 – Co-design and co-deliver internship module

* Develop a plan for co-design of the internship module, including a plan for consultation with key stakeholders including the donor organisation, the University, disability organisations, NDIS, potential employers, other universities and people with lived experience.
* Co-design an inclusive and accessible internship module with people with lived experience and their supporters, and employers
* Consolidate and co-ordinate an internship module and pathway which increases real-world workplace learning opportunities and provide a reliable employment pathway.
* Lead responsibility for the full development of and implementation of the student readiness stream of the internship pathway. This stream may include (but not limited to) Tailored Workshops and Site Visits, Guest Presenters, Internship Matching, Structured Weekly Classes.
* Oversee consolidation of alumni and student data on progression and outcomes to date to inform internship programme content and structure.
* Manage gathering, collating, and preparing project data, information, analysis, and reporting, to support project organisation, monitoring and evaluation.

### Key Responsibility Area 3 – recruit, support and mentoring student interns

* Responsible for the inclusive and accessible recruitment, induction and mentoring of a cohort of interns each semester.
* Work with student interns in a process of goal setting which addresses learning, social, and employment goals, which is reviewed regularly to ensure alignment with their personal growth and professional aspirations.
* Work collaboratively with the relationship manager, student interns and their circles of support to identify/match internship opportunities appropriately
* Support students to transition from internship module to internship and onwards to employment.
* Support delivery of inclusion and training to build capacity in employment sector

### Key Responsibility Area 4 – Collaborative working and advocacy

* Work collaboratively with the Uni2Beyond Co-ordinator to support understanding and transition of student interns into intern and related logistics in tandem with the Uni2Beyond program
* Work collaboratively with the Relationship Manager to manage project logistics and governance and ensure overall co-ordination of smooth internship and employment pathways for best outcomes for people with intellectual disabilities.
* Support relationship manager in employer stream training and internship matching
* Work with national and international colleagues to develop capacity, resources, knowledge and advocacy to support development similar programs
* Work across the disability and employment eco-system, developing relationships and identifying alternative pathways for delivery
* Support planning for national implementation and scale up.

### Key Responsibility Area 5 – Develop plan for sustainability

* Use implementation, evaluation and collaborative working to develop a plan for sustainability.
* Work collaboratively with CI, relationship manager and sector colleagues to cost and propose structure for sustainability of similar programs at national level.

### Key Responsibility Area 6 - ethical and inclusive practice

* Ensure ethical and inclusive practice governs all aspects of work, for example but not limited to, confidentiality, person centred practice, and non-maleficence.
* Ensure services delivered are to the highest standards, aligned with CDS polices and any other agreed standards.

*Hours of work are primarily during the day but may require some flexibility.*

## Qualifications

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| **Essential** | **Desirable** |
| Master’s degree in related field in health, Social Science/Disability or equivalent | Person Centred Facilitation |
| Working with Children Check/ NDIS Worker Check |  |
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## Work Experience and Skills

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| **Essential** | **Desirable** |
| Minimum 12 months’ experience in working and supporting people with intellectual disability | Experience in advocating for the rights of people with disability |
| Experience working in community development, employment and/or inclusion | Easy read translation skills |
| Experience with project management and coordination |  |
| Deep knowledge of the NDIS, employment and disability sector |  |
| Co-design experience with people with intellectual disability |  |

## Competencies

**Essential**

* Excellent communication, interpersonal, collaborative, networking, and organisational skills are required
* Strong organisational and time management skills.
* People management skills
* Experience working in an inclusive and accessible way
* Person centred and reflective practitioner
* Leadership skills
* Can work effectively as part of a team
* Astute critical thinking skills and problem-solving abilities
* Ability to prepare professional and accessible written reports, publications, and presentations for multiple audiences