



**Team Leader- Education and Group Programs:
2 year fixed contract position
Applications Close: 5pm Monday 9th October 2017**

IDRS is a disability advocacy service and community legal centre working to make rights real for people with intellectual disability in NSW. IDRS provides legal advice, disability advocacy and support for people with intellectual disability in their dealings with courts and police and law and policy reform. In addition, IDRS provides a range of innovative education and group programs to people with intellectual disabilities and others who can help to make their rights real. IDRS is committed to the participation of people with intellectual disability at every level of the organisation including as employees.

We are looking for an experienced and creative Team Leader who is committed to social and legal justice for disadvantaged people to lead the education team at IDRS. The Team Leader is responsible for the management of IDRS education, group work and peer support. They will manage a team of educators with and without disability.

This position is a full time 24 month fixed contract position.

Following are documents to assist you in applying for this position.

- Selection Criteria – which must be covered in your application
- Background to IDRS
- Position Description
- Information for applicants

Applications must include a resume, a statement addressing the selection criteria and contacts for 2 referees

People with disability and Aboriginal and Torres Strait Islander people are encouraged to apply

For more information about IDRS visit our website www.idrs.org.au or find us on Facebook

**To Apply:
Email**

info@idrs.org.au

Include **'Team Leader Education and Group programs position'** and **your name in the subject line**. Email applications will be acknowledged within 2 working days. If your email is not acknowledged please call 02 9318 0144 to ensure we have received it

**Mail
Enquiries:**

IDRS PO Box 3347 Redfern 2016

Benjamin Garcia-Lee (02) 9318 0144 or 0427 462 208 if you wish to discuss the position

Applications close at 5pm on Monday the 9th October 2017

SELECTION CRITERIA – must be addressed in your application

Essential experience and skills

1. Demonstrated experience in managing, supporting and supervising the work of a staff team
2. Demonstrated experience in the design, delivery and evaluation of adult education programs
3. Demonstrated experience in project management with socially disadvantaged populations and the ability to manage multiple projects simultaneously
4. Sound understanding of issues affecting people with intellectual or other cognitive disabilities
5. Ability to communicate simply, sensitively and effectively
6. Demonstrated commitment to advocating for rights and social justice for socially disadvantaged people

Desirable experience and qualifications

- 1 Tertiary qualifications in adult education, disability or related field
- 2 Experience working with people with intellectual or other cognitive disability

NOTE: This position may involve

- Some country and metropolitan travel within NSW

Salary & Conditions

Salary based on Social Community Home Care and Disability Services Level 6 (IDRS pays 1.5% above the award). Salary will be in the range of \$75, 816- \$79, 112 pa depending on relevant experience in a similar position and skills plus 9.5% superannuation. Salary packaging is available and increases remuneration value.

Background Information about IDRS

Our vision

Equal rights and justice for people with intellectual disability

Our purpose

We are a disability advocacy service and a community legal centre. We work alongside people with disability to promote and protect their rights.

Our values

JUSTICE – what we seek

RESPECT – what we give

PERSISTENCE – how we do it

The services provided by IDRS include:

Legal assistance

Legal advice and casework provided for people with intellectual disability or others acting in the interests of a person with intellectual disability in NSW. Volunteer solicitors provide after-hours advice to people with intellectual disability who have been arrested. This operates in conjunction with the Criminal Justice Support Network.

Systemic advocacy, policy and law reform

IDRS identifies issues for law and policy reform in the interests of people with intellectual disability and advocates for change.

Education

Education and training is provided to people with an intellectual disability, their carers, advocates and service providers as well as personnel in the legal and justice systems. Peer support and group work is facilitated for people with intellectual disability

Justice Support Network (JSN)

The JSN is a program of IDRS that provides volunteer support persons and advocacy for people with an intellectual disability who are in contact with the criminal justice system either as victims, witnesses, suspects or defendants in criminal matters. CJSN has regional coordinators in Sydney, Newcastle and Wollongong

Parents with Intellectual Disability – Care and Protection Project

Legal assistance and parent advocacy and support for parents with intellectual disability in who are at risk of losing their children or are involved in care proceedings.

Information

IDRS produces a range of publications and distributes useful resources, including fact sheets, books, brochures and training materials.

Funding

IDRS receives funding from the Commonwealth Department of Social Services and NSW Department of Family and Community Services (ADHC). IDRS Parent's Project is funded from the Public Purpose Fund of the Law Society of NSW via Legal Aid NSW.

Key Result Areas for IDRS under its current strategic plan are:

- 1 Direct case work: representing people with disability and providing advice, support, and referral to assist people with intellectual disability to get the best possible outcomes when they are involved in the legal system.
- 2 Law reform and system change: improving laws, practices and policies so that the legal rights and dignity of people with an intellectual disability are protected and their needs are met.
- 3 Skilling legal and justice professionals: enabling legal and justice professionals to communicate effectively with and provide quality services to clients with intellectual disability.
- 4 Skilling people with intellectual disabilities to exercise their rights.
- 5 Strength and innovation: building a strong and vibrant organisation.

Position Description

Team Leader Education and Group programs IDRS

Title	Team Leader Education and Group programs
Role Purpose	Coordinate the development and delivery of IDRS peer support and group programs for people with intellectual disability and education programs for people with disability, carers, advocates, disability service providers, legal and justice professionals and volunteers. Design and deliver education and group programs. Manage education and project staff. Coordinate and manage relevant IDRS projects. Contribute to other IDRS activities as required.
Reports To	Executive Officer

Direct Reports	Education Staff including co-educators with disability		
Hours	37.5		
Internal Relationships	<ul style="list-style-type: none"> • Chairperson • Board • IDRS Members • Staff 	External Relationships	<ul style="list-style-type: none"> • Clients/Service Users • Government services and/or Government Departments • Community Based Organisations • Corporations • External Network Contacts • Private Law Firms

Key Result Areas

- . Service co-ordination (education, peer support and group programs)
- . Coordinate delivery of education and group programs
- . Coordination of IDRS projects
- . Staff Supervision and development
- . Team Leadership
- . Design & Development
- . Delivery & Evaluation
- . Information & Service Promotion
- . Policy & Law Reform
- . Administration
- . Individual advocacy

KRA	Key Tasks
Co-ordinate delivery of IDRS education and group programs	<ul style="list-style-type: none"> • Co-ordinate delivery of education and group programs in accordance with education plan • Negotiate and allocate the work of the education team and responsibilities of individual education staff (projects, tasks etc) • Negotiate participation in education and group programs with other IDRS & JSN staff • Work with JSN Manager and Regional Co-ordinators to develop a program of JSN volunteer training • Provide input to reports to IDRS Board • Develop and oversee evaluation processes to assess education and group program outcomes • Monitor feedback about education and group programs to ensure

		continuous improvement
Team leadership		<ul style="list-style-type: none"> • Provide leadership, mentoring and support to all education team members • Represent the Education team on working groups and committees where appropriate • Develop processes to ensure effective team communication and cohesion • Convene and chair education team meetings • Work with EO to identify and negotiate appropriate service resources including opportunities to enhance funding • Work with the EO to implement planning processes for education and group programs work of IDRS • Complete all reporting as required by the EO
Staff Supervision, support and development		<ul style="list-style-type: none"> • Supervise and support education team staff including performance management, monitoring of work plans and professional development • Develop and report to Executive Officer (EO) on individual work plans across a 6 to 12 month period for education team members • Ensure appropriate supervision, support and development of co-educators with disability is provided • Manage induction of education team staff • Work with co-educators to prepare for training sessions • Assist other staff in planning and providing training
Project management		<ul style="list-style-type: none"> • Work with the EO in the development of grant applications relevant to the education program at IDRS • Manage and coordinate staff, reporting and budgets of IDRS projects as required • Develop potential interagency project partnerships

Design and develop education programs	<ul style="list-style-type: none"> • Develop and deliver education and group programs and activities in line with organisational priorities and strategic plan • Develop and deliver education and group programs and activities across all program areas. • Work with Executive Officer and other staff to identify training priorities and to seek out opportunities to provide education and training in line with organisational priorities. • Research, develop and maintain educational resources • Ensure that content, materials and presentation format of existing programs are up-to date and suitable for the target audience • Prepare and continuously improve training programs • Maintain copies of IDRS training programs and relevant resources • Work with co-educator/s (educators with a disability) and other IDRS staff to develop education sessions, resources • Collaborate with other organisations to develop and promote training programs
Delivery & Evaluation	<ul style="list-style-type: none"> • Deliver education programs to people with intellectual disability, carers and those working with people with intellectual disability, justice personnel and volunteers. • Facilitate group programs for people with intellectual disability • Deliver rights training to people with intellectual disability • Ensure education content and presentation are designed to promote the rights of people with intellectual disability and meet the needs of participants • Conduct structured evaluation to assess the effectiveness of training programs • Work with co-educator(s) or other IDRS staff in the delivery and evaluation of education sessions • Work in partnership with other organisations in delivery of training

		<p>programs</p> <ul style="list-style-type: none"> • Present and showcase IDRS work at conferences
Information & Service Promotion		<ul style="list-style-type: none"> • Implement promotional strategies to enhance community awareness of the work of IDRS and rights of people with intellectual disability • Contribute to the design, development and update of training resources and publications e.g. pamphlets, booklets, articles, material for website and social media • Provide information about the work of IDRS and rights of people with intellectual disability • Attend and contribute to relevant committees/working groups
Policy & Law Reform		<p>Contribute to IDRS policy and law reform including participation in consulting with people with intellectual disability</p> <ul style="list-style-type: none"> • Support the development of IDRS policy positions
Develop and maintain IDRS client group Advisory pathways		<ul style="list-style-type: none"> • Contribute to developing and maintaining effective processes to consult people with intellectual disability as advisors to IDRS on policy and organizational issues • Promote participation of people with intellectual disability in the activities, planning and management of IDRS
Administration		<ul style="list-style-type: none"> • Respond to incoming calls • Contribute to the preparation of project proposals, funding submissions, reports as required • Consistently and accurately up-date training database, client data bases and other records • Word processing, copying and general administrative tasks to support training • Contribute to developing policies and procedures for the organisation

		<ul style="list-style-type: none"> • Participate in staff meetings and planning sessions • Submit timesheets, leave forms and expense forms as required •
Individual Advocacy		<ul style="list-style-type: none"> • When appropriate provide individual advocacy and referral for people with intellectual disability.

Competencies:

- Analysis
- Communication – Verbal
- Communication – Written
- Client Orientation
- Empowering Others
- Interpersonal Sensitivity
- Client Orientation
- Leadership
- Staff Supervision and support
- Stress Tolerance
- Self-Awareness
- Self-Confidence

INFORMATION FOR APPLICANTS

The following information explains IDRS recruitment and selection procedures

Applications

IDRS does not use application forms. Please apply in writing addressing the selection criteria. **If you do not specifically address the selection criteria, you may not be considered for the position.**

Please include a **resumé** which sets out your personal details and contacts, qualifications, previous positions and experience, and three referees with their contact details.

Acknowledgment of applications

IDRS acknowledges emailed applications. If you do not receive acknowledgement of an emailed application within 2 working days please call IDRS to confirm receipt of application

Short listing

IDRS will make arrangements to interview short listed applicants. Letters will be sent to other applicants advising them their applications were not successful.

Interviews

Interviews will be conducted shortly after the close of applications.

Referees

Referees of preferred applicant/s will be checked after interviews have been conducted.

Final selection

The successful applicant will be contacted by telephone and sent a written offer of appointment. Unsuccessful applicants will be notified by email or letter.

EEO

IDRS is an equal opportunity employer. Staff are expected to apply equal opportunity principles.

Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply for this position