

Amaze

Position Description

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| Position title: Community Outreach Officer | Team: Community Development |
| Reporting to: Community Development Lead | Effective date: February 2023 |
| Hours: 0.8 full-time equivalent (FTE) (open to negotiation) | Position type: Until January 2024 due to funding with possibility for extension |
| Salary: \$65,000 - \$70,000 (pro-rata) + superannuation + salary sacrificing | Location: Work from Victoria Street, Richmond with some optional working from home days |
| Vaccination requirement: As this position requires work from the Victoria Street office, the successful candidate is to demonstrate triple COVID-19 vaccination status. | |

About Amaze

Amaze is a leading autism organisation driving change so that Autistic people and their families can live their best lives.

For over 50 years Amaze has been supporting Autistic people and their families. Based in Victoria, Amaze has a national reach and is the home of Australia's national autism helpline – Autism Connect.

Amaze is here for all Autistic people of all ages and works together with the autism community and a broad range of supporters to create a more autism inclusive Australia.

As well as working to increase broader community understanding and acceptance of autism and providing high quality advice and support, we translate autism community experiences into broader policy needs.

A key focus for Amaze is to assist employers to be Autism Positive and create inclusive, sustainable support for autism employment.

Amaze's commitment to Autism Positive Employment

Amaze is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We stay true to our name by hiring 'Amazing' people from a wide variety of backgrounds. After all, we want to be as diverse as the communities we serve. Our inclusive culture helps us to be bold, open to difference, embrace curiosity, and spark positive change in ourselves and others.

Amaze is an **Autism Positive Employer**. We provide support and adjustments, starting with the recruitment process! We nurture an environment that is personally accountable, supportive, psychologically safe, inclusive, and high performing.



About the team

Amaze's Community Development Team actively supports members of the Autism community to establish and maintain grassroots peer support groups across Victoria, access capacity building and training workshops, access mentoring support, and participate in advocacy activities intended to improve the types and quality of supports provided to Autistic people and their carers by Government agencies and the broader organisations that deliver services on their behalf.

About the role

The Community Outreach Officer role will report to the Community Development Lead and will play an integral role in supporting the building of Amaze's network of Autism peer support groups (social and support groups led by members of the Autistic community). In addition, the role will support the deepening of Amaze's partnerships with existing peer support groups and Autism community organisations. The position will also work towards enhancing the capacity of Autistic people across Victoria to participate in self-advocacy and reform processes to create lasting systemic change. This work will be conducted through new and existing peer support groups and other consultative structures, including a series of immersive advocacy workshops designed for the Autistic community.

What you'll be doing

Supporting Engagement

- Support the growth and empowerment of the Peer Group Leader Network.

Community Development

- Work with the Community Development Lead to support Amaze's peer support groups across metropolitan and regional Victoria.
- Support the Community Development Lead to expand Victoria's Autism peer support groups, focusing on priority groups such as Culturally and Linguistically Diverse communities.
- Where there are suburbs and regional towns without an Autistic peer support network, support building the capacity of local community members to establish and maintain new autism peer support groups.
- Assist in the maintenance of positive and productive relationships with Autism Peer Support Group Leaders.
- Work closely with Community Development Lead to coordinate and deliver a series of Advocacy workshops designed to build the capacity of the Autistic community to participate in policy reform activities.

Advocacy

- In collaboration with internal stakeholders, contribute to parts of Amaze's 'Diverse Communities Mental Health Project'. This project is funded through the Victorian Department of Health and aims to build the capacity of Autistic people and their parents and carers to engage with and contribute to the implementation of reforms stemming from the Royal Commission into Victoria's Mental Health System.

General

- Travel intrastate with potential overnight stays as required.
- Availability to work outside of standard business hours (time in lieu will be provided with manager's prior approval).
- Other tasks as required, aligned to skills, experience, and role level.
- Adherence to Amaze policies and procedure including the Amaze Code of Conduct.

What you'll need to succeed

KEY SELECTION CRITERIA

Qualifications and Experience

- Tertiary or vocational qualifications in a relevant field (e.g., Social Services, Psychology) and/or demonstrated experience in community engagement and capacity building.
- Understanding and experience of Victoria's mental health system, including familiarity with the role of peer support groups and other community-based supports and/or the ability to rapidly acquire this understanding.
- **Desirable.** Experience in a similar role with the Australian disability sector.

Knowledge

- Autistic community focused with either experience, knowledge of, and/or commitment to, developing respectful communications with Autistic people and their families and carers.
- **Desirable.** Knowledge or understanding of the challenges facing the Autistic and neurodivergent communities, familiarity with advocacy priorities for this group.
- **Desirable.** Knowledge or understanding of the principles of community development strategies, including the role of peer support as a method of improving individuals' mental health and wellbeing.
- **Desirable.** Knowledge or experience in outcomes measurement and evaluation.

Capabilities

- Excellent verbal and written communication skills with the ability to communicate effectively and persuasively with a diverse range of individuals using a variety of forums.
- Strong organisational skills including the ability to support the coordination and delivery of training and workshops.
- Solid relationship building and knowledge sharing skills with the ability to mentor a diverse range of community volunteers across remote and hybrid environments.
- Strong interpersonal skills with the ability to build collaborative and productive relationships with a broad range of internal and external stakeholders.
- Capacity to support the development of targeted, high quality, and accessible resources in accordance with the needs of the audience.
- Competent in producing consistent results, with regular recording and reporting of activity.
- Positive attitude with a can-do mindset and willingness to learn.
- High level of maturity and integrity, with personal drive and determination to deliver work on time and to a high standard.

- Ability to support the coordination of multiple projects, perform under pressure and adhere to strict deadlines.
- Ability to work autonomously as well as part of a team, ensuring feedback and input is sought at the appropriate times to develop effective content.
- Fosters an inclusive workplace where diversity and individual differences are accepted and valued.
- Ability to demonstrate alignment to the Amaze values which are: Community Centric, Collaboration and Partnership, Constructive and Solutions Focused, Determination and Independence, Evidence Informed and Outcomes Driven, Strengths Based.

Inherent requirements of the role

Amaze provides reasonable adjustments to its employees and will accommodate individual needs where practicable. However, some aspects of the role are non-negotiable. For this role, candidates are required to be able to:

- Work in an open plan environment if working at the Victoria St Office.
- Complete sedentary desk work at a computer.
- Work collaboratively as part of a team.
- Communicate verbally via phone, through video meetings, or in-person.
- Concentrate for extended periods of time, with support if required.
- Change tasks on request with little to no warning.
- Drive safely and travel within Victoria, including overnight stays in regional locations.

Other requirements

- A National Police Check and Working with Children Check is required.
- Current driver's licence.