

(August 2019)
**POSITION DESCRIPTION – PROMOTION OFFICER,
PHYSICAL DISABILITY AUSTRALIA**

Position Details

Location:	Not defined (work from home situation)
Reports to:	PDA Manager
Supervises/Manages:	none
Remuneration:	SCHADS Award level 4 (\$34.05 to \$36.64 per hour)
Conditions:	Part-Time Employment (14 – 20 hours per fortnight) fixed term contract to 30 June 2020; Salary Sacrifice options are available.

Organisation

Physical Disability Australia (PDA) is a national peak membership-based representative organisation run by people with physical disability for people with physical disability. PDA was founded 21 years ago. We have over 1,000 members from all Australian States and Territories. Our purpose is:

- Remove barriers by encouraging all levels of government to enable and provide every Australian living with a physical disability with opportunities to realise their full potential;
- Proactively embrace and promote difference and diversity for an inclusive society; and
- Include within all our operations the active promotion of the rights, responsibilities, issues and participation of people with a physical disability.

Purpose of the Position

As part of PDA's Self-Management Promotion and Membership Renewal Project this role involves publicising the project to generate broad interest in self-management as a strategy for NDIS participants to maximise choice and control of their funded supports and PDA membership amongst Australians with physical disabilities using PDA's social media channels, website and other online platforms available to the employee.

Duties/Responsibilities

- Make daily social media posts that promote PDA's work and build interest in the organisation in the disability community.
- Write longer articles on current issues relevant to the disability community for publication on PDA's blog and other sites where potential members might see them.
- Recruit new PDA members particularly people with physical disability who are NDIS participants with an interest in self-managing their support packages.
- Gather information from members on their self-management experiences to inform the development of project resources.
- Perform all PDA related duties in a professional and ethical manner.
- Other publicity and administrative duties as directed by the PDA Manager.

Selection Criteria

1. High level online communication skills.
2. Demonstrated ability to engage with people with a physical disability and build their interest in PDA's activities and brand.
3. Demonstrated ability to produce online content (social media posts, blog articles, news stories, videos, etc) on a continuous basis.
4. Ability to prioritise workloads and work unsupervised.
5. High level computer skills, including:
 - Microsoft Office Suite;
 - Cloud storage applications; and
 - Web content management applications.
6. Lived experience of Physical Disability and knowledge of the major trends and issues facing people with physical disability at local, state and national level.

Application Process

To apply for this position please send a copy of your resume and a cover letter of not more than 2 pages outlining your claim on the role. This should refer to the selection criteria and include links to online content you have created.

Applications close Friday 30 August 2019