



Position Description

Disability Inclusion Advocate

Reporting to:	Director – Priorities, Focus and Advocacy (eLM)
Unit:	Equipping Leadership for Mission (eLM)
Location:	Parkville and CBD Melbourne
Tenure:	Full time Continuing
Hours per week:	37.5
Cost centre:	C024
Date:	November 2024

Employee

Signature

Date

Manager

Signature

Date

Uniting Church in Australia Synod of Victoria and Tasmania

The Uniting Church in Australia Synod of Victoria and Tasmania is the Council of the Uniting Church in Australia (UCA) responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. It exercises pastoral, executive, administrative and disciplinary responsibilities in relation to the presbyteries within its bounds. In particular, it promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

Equipping Leadership for Mission (eLM) Unit

Equipping Leadership for Mission (eLM) is one of three units within the Synod Ministries and Operations of the Synod of Victoria and Tasmania, along with the Secretariat and the Mission Resourcing Unit (MRU).

eLM staff are responsible for:

- Educating and forming lay and ordained people for ministry and leadership in a range of contexts
- Providing a range of services to support ministers and lay leaders during their time of ministry within the life of the Church
- Supporting, promoting, and informing the strategic priorities and areas of focus as resolved by the Synod
- Advancing justice, advocacy and research to support well-informed and effective contextual expressions of ministry and service in the communities in which we live and the publics we provoke and serve
- Resourcing congregations through the administration of the Church's grants program
- Developing networks and building deep partnerships across Synod Ministries and Operations staff teams, together with all presbyteries and their congregations
- Maintaining strong engaged relationships with the presbyteries through regionally based participation and support
- Fostering the intercultural capacity of the Uniting Church in Victoria and Tasmania.

Priorities, Focus & Advocacy & Culture of Safety Teams

The **Priorities, Focus & Advocacy team** leads, resources, and promotes the strategic priorities, areas of focus and justice work of the Synod. It undertakes research into the changed and changing contexts across the Synod to develop and implement resources including policies, guidelines, discussion papers and resource and training materials for the key priorities.

The team resources presbyteries and congregations in a) intergenerational ministry which includes the ministry to children and families, youth and young adults; b) the strengthening of CALD (culturally and linguistically diverse) communities to actively engage in the wider Church; and c) development of new and renewing expressions of faith within their congregations and communities.

The **Culture of Safety Team** works to support and foster a culture attuned to the safety of all people involved with the Church. The Culture of Safety team develops protocols and practices to resource the Church to build and maintain safe places and ways of being.

The team ensures that resources comply with ethical and legislative requirements and that continuous improvement to the services, resources and initiatives designed for congregations, presbyteries and the Synod Ministries and Operations are delivered.

Role purpose

The Disability Inclusion Advocate champions the full inclusion of people with disabilities in the mission and ministry of Uniting Church Synod of Victoria and Tasmania and plays a key role in educating and resourcing the Church to be inclusive.

The role drafts policy and develops educational resources to support the implementation of policy related programs and processes.

The role provides access support for people making complaints or participating in programs related to the work of the Culture of Safety team.

The Disability Inclusion Advocate works to deliver outcomes stated in the Disability Action Plan. Guided by this plan the role nurtures the development of theologies and practices of disability inclusion and resources the Church to be fully inclusive.

Key selection criteria

Qualifications and experience

This position requires the following knowledge and experience:

- Tertiary qualifications related to theology, disability studies, education, and/or community development.
- At least 5 years' experience in a similar role.
- Knowledge of the Uniting Church in Australia its polity, systems and practices is highly desirable.
- Experience and engagement with the life of local and regional faith communities is preferred.

Skills and abilities

The successful applicant will have the following skills and abilities:

1. **Disability advocacy:** Sound knowledge of the disability sector and including a wide range of issues and experiences of people living with disability; sound understanding of relevant legislation and regulatory frameworks, including the Disability Royal Commission; understanding of complaints processes; ability to identify and articulate complexity and nuance in a range of disability settings; can assist others to articulate the needs of persons living with disability, including navigating cultural complexity.
2. **Education and training:** Excellent presentation skills and the ability to facilitate training align to adult learning principles; ability to design, develop materials and implement of educational and training programs; builds commitment to wisdom and learning in self and others.
3. **Relationship development:** identifies issues in common and seeks knowledge to build mutually beneficial partnerships; identifies and responds to other people's underlying needs and can use the understanding of the context to achieve goals and resolve issues.

4. **Planning and organising:** sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required; identifies processes, tasks and resources required to achieve a goal; establishes systems and procedures to guide work and track progress.
5. **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas; accommodates and thrives in the context of others' different working styles; demonstrated capacity to work in and with a team to deliver shared goals
6. **Attention to detail:** demonstrates keen attention to detail; ensures accuracy; identifies gaps in information; looks for logical sequences of information; highlights practical considerations of plans and activities.

Personal competencies and qualities

The successful applicant will also have these personal competencies and qualities

7. **Initiative and accountability:** Proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions; demonstrates capacity for sustained effort and hard work; sets high standards of performance for self and others; enjoys a dynamic work environment.
8. **Communication skills:** excellent verbal and written communication skills; excellent interpersonal skills, and ability to effectively interact with a diverse range of individuals, groups and committees. This includes delivering group presentations and the use of PowerPoint, Easy and Plain English.
9. **Personal awareness:** reflects on one's own life and can demonstrate an understanding of faith and the importance of community.
10. **Awareness of culture and diversity:** awareness of issues related to inclusion and fairness; understanding of diversity in culture (importance of Culturally and Linguistically Diverse – CALD – communities), ability, age, gender and sexuality (issues related to Lesbian Gay Bisexual Transgender Intersex – LGBTI – communities); capacity to embrace the values and benefits of diverse communities, including in faith-based gatherings and workplaces.

Other requirements

Applicants will be required to obtain a Working with Children's Check, and their employment will be subject to satisfactory completion of a National Criminal History Check

Flexibility is required in terms of working hours, with work on weekends and/or in evenings necessary from time to time. Annual leave may not be taken immediately prior to or during the Synod meeting. Travel within Victoria and Tasmania, and interstate is anticipated. A current driver's licence, or easily accessible means of transport, is desirable.

All staff are responsible for maintaining records and data related to their role responsibilities and work area in accordance with the relevant policies and procedures.

Applicants must be willing to work within the UCA's Workplace Values and Characteristics (see below). They must support the direction outlines in the Synod's document 'Our Vision Statement, Mission Principles, Statements of Intent, Strategic Priorities and Areas of Focus'.

Please note - Additional requirements apply for ordained persons or pastors in placement applicants. These are outlined in the Attachment A below.

Key accountabilities and activities

Key accountabilities	Key activities
<p>Provide disability advocacy services and support.</p>	<p>Deliver actions and outcomes outlined under the Disability Action Plan, including, for example:</p> <ul style="list-style-type: none"> • Promoting the Disability Action Plan across the life of the Church - Synod, Presbyteries and Congregations nurturing the development of theologies and practices of disability inclusion. • Resourcing congregations to be inclusive of people living with disabilities in their worship, witness and service. • Fostering connections with other Disability Advocacy groups, especially those in other Synods, Christian churches and other faith groups. • Support leaders in Synod, Presbyteries and Congregations to implement the Disability Action Plan. <p>Review current plan to incorporate outcomes from the Disability Royal Commission. Collaborate with eLM team to update the plan and its actions.</p> <p>Draft policy and lead the production, delivery and support work of the Compliments, Concerns and Complaints (3Cs) program/project.</p> <p>Work in collaboration with the Culture of Safety team provide the following, for example;</p> <ul style="list-style-type: none"> • ensure 3Cs resources meet the program outcomes and inclusive access requirements. • design educational material to support the 3C Policy and principles for disability inclusion. • develop and implement a complaints process • lead the delivery of training across the Victas Synod. <p>Promote active networks of people living with disability.</p> <p>Foster connections with other Disability Advocacy groups, especially those in other Synods, Christian churches and other faith groups</p> <p>Advocate for structures and support for people with disabilities in employment, in ministry and in volunteering.</p> <p>Demonstrate leadership and promote the Synod's Vision and Mission and communicate the UCA's strategic intentions.</p> <p>Apply consideration of theological and missional perspectives when providing advice and services.</p>

<p>Work in partnership</p>	<p>Work alongside eLM staff (including Pilgrim Theological College) to discern the place of Disability Inclusion in their work in equipping leadership.</p> <p>Develop and maintain effective relationships across the life of the Church and apply consideration to a theological and missional perspective when providing advice and services.</p> <p>Pro-actively negotiate and establish effective communication and workflow systems.</p> <p>Maintain a current understanding of life within presbyteries and congregations to ensure effective and wise use of resources for the mission of the Church.</p>
<p>Communicate effectively</p>	<p>Confidently convey ideas and information in a clear and engaging way, understanding the target audience and objectives of any communication.</p> <p>Use feedback to refine communication and handle difficult and sensitive communications.</p> <p>Write briefs, emails and reports, using clear, concise and grammatically correct language. Edit written communications to ensure they contain the information necessary to achieve their purpose.</p> <p>Use multiple communication channels to tailor communication to relevant audiences.</p> <p>Report to key stakeholders and unit managers on project updates and key deliverables in the Disability Action Plan.</p>
<p>Demonstrate teamwork</p>	<p>Openly share insights with others. Maintain effective and respectful relationships.</p> <p>Share achievements with others within and outside of the immediate work area.</p> <p>Maintain clarity of purpose relevant to the aims of the team and eLM unit as a whole.</p> <p>Participate in team meetings and conversations with peers in a way that encourages collaboration, connection, and lighter and simpler systems.</p> <p>Remain open and flexible to new ideas and the sharing of resources, to ensure the wisest use of the Church's resources.</p> <p>Demonstrate enthusiasm for the strategic direction and the purpose and goals of the team and broader unit.</p> <p>Resolve any conflict that may arise through effective reconciliation methods.</p>

	Participate in team development activities and exercises to enhance own leadership and foster a culture of teamwork across Synod Ministries and Operations.
Manage self	<p>Prepare own work plan annually with agreed measurable outcomes.</p> <p>Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness.</p> <p>Actively participate in the annual Performance, Planning and Development Program (PPD).</p>

Synod Vision

Following Christ, walking together as First and Second Peoples, seeking community, compassion and justice for all creation.

Synod Ministries and Operations Mission

To inspire, resource and enable presbyteries, congregations and agencies to live Synod's vision.

Values and Characteristics

Trust – a dependable partner - being a dependable partner that builds trust through: respectful, just and honest action; acting with integrity; ensuring the safety of all children and vulnerable people is paramount; aligning policy and practices; and fulfilling promises.

Collaboration – a shared responsibility - taking responsibility and collaborating through; knowledge sharing; inclusive decision making; and walking together as First and Second Peoples.

Growth – an expansive culture - embracing a culture of generosity and growth by: nurturing new ways of doing things; continuous improvement to practices, systems and processes; hearing all voices, contributions; welcoming diversity and consultative leadership.

Sustainability – a healthy ecosystem - maintaining a vibrant environment by: the intentional use of resources and ensuring we have the right skills, development, gifts and talents where we and our work flourish.

Attachment A

Placement notes (Pastor or Ordained):

If the successful applicant is an ordained person or is identified as suitable for a pastor in placement, the following will apply:

- Membership of and engagement in the life of a local faith community.
- Accountability to the Presbytery where the applicant's membership resides.
- Ensure attendance and participation in regular professional supervision with an appropriately accredited supervisor.
- Provide ministry in accordance with the Code of Ethics, and attend required ethical ministry training sessions.
- People in pastor roles:
 - are required to have undertaken core competency training within three months of the appointment.
 - will continue to develop general competencies for pastors in the UCA. The Synod's Coordinator for Lay leadership Development, who can be contacted through eLM, will help the pastor and the employing body to understand what ongoing education is required, and how that can be fulfilled. The Presbytery has oversight of the pastor's progress in this process.
 - Will partake in the development of general competencies for pastors, as coordinated through the eLM Lay Leadership Development Coordinator.