



POSITION TITLE: Disability Inclusion Advisor
DEPARTMENT: Program Impact
DATE: October 2024
REPORTS TO: Head of Inclusion Advisory Group
FTE: Full-Time
LOCATION: Richmond, Melbourne (Hybrid)

CBM AUSTRALIA

CBM Australia is a Christian international development organisation with a focus on disability. We have more than 115 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

ORGANISATIONAL VISION

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

ORGANISATIONAL MISSION

CBM is fighting to end the cycle of poverty and disability.

GROUP/DEPARTMENTAL OBJECTIVE

The CBM Australia Program Impact department partners with the disability movement, organisations of persons with disability (OPDs) and other key external partners to influence, develop and support the delivery of high-quality, transformational programs and advice, delivering lasting change to people with disabilities across the globe.

Through our five functional teams (International Programs, Pacific Impact, the Inclusion Advisory Group, Effectiveness and Operations), the Program Impact department generates and applies evidence and learning to inform our advice, strengthen program practice and extend sector thought leadership. The department works collaboratively across CBM Australia and CBM Global to amplify the reach and impact of our work via our three "vehicles of change" – field programs, advocacy and advisory.

The Inclusion Advisory Group exists to support others (external partners and clients) to put inclusion into practice. IAG partners with the disability movement to influence humanitarian and development organisations, institutions, and systems to realise the rights of people with disabilities. As well as being part of CBM Australia's Program Impact Department, the IAG Australia team is also part of the broader IAG network across CBM Global.

INTERNATIONAL ENGAGEMENT

International and/or interstate travel is a requirement of the position. This includes travel in challenging conditions to portfolio countries. It is a condition of employment that all staff abide by CBMA travel and safety and security policies and procedures as well as in-country safety and security protocols required to



travel to the location. This may include country specific vaccination requirements.

Given the nature of CBM's Global Federation, there will be a need to be available on occasion for evening meetings that fit in with international time-zones.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

CBMA is committed to the protection and safety of all children and vulnerable adults that come into contact with our organisation and programs. All staff are required to understand and comply with CBM Australia's Safeguarding Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy, Code of Conduct and Safeguarding Behaviour Statement. In addition, a valid Working with Children Check is required for this role.

RESPONSIBLE FOR

The Disability Inclusion Advisor will provide support to disability and development stakeholders in Australia and, predominantly, in the Asia-Pacific Region to undertake effective disability inclusive development practice and research.

REPORTS TO

The Disability Inclusion Advisor will be line managed by the Head of Inclusion Advisory Group. The Disability Inclusion Advisor will work closely with all other advisors in the team, including having their work regularly reviewed by peers, and peer reviewing the work of others, as per our peer review approach. This may also include working with and having work reviewed by external consultants and associate advisors of CBM Australia. The Disability Inclusion Advisor will also work with the policy and advocacy, program operations and quality teams, who are also part of the Program Impact department.

SUPERVISES

N/A

MAIN ACTIVITIES

1. Provide disability-inclusive development advice and capacity development to international development and humanitarian stakeholders.

- Assists stakeholders to assess their organisational disability inclusive development capacity.
- Strengthens the disability-inclusive development / humanitarian action capacity of partner organisations through the provision of training, ongoing mentoring and other capability building support.
- Provides specific advice on disability inclusion within development programs, across a range of sectors.
- Develops specific resources for advisory clients and partners as needed, including guidance notes, training packages, tipsheets, evidence synthesis papers etc.



- Contributes to monitoring, evaluation and learning activities relating to disability inclusive development.
- 2. Work with and alongside OPDs and people with disabilities in the provision of advisory support on disability-inclusive development and humanitarian action.**
- Advocates for the role of people with disabilities and OPDs in all in-country work and remotely delivered work where possible.
 - Brokers effective relationships between development / humanitarian partners and OPDs as appropriate.
 - Develops and maintains effective partnerships and collaborations with OPDs which focus on two-way learning
 - Where appropriate, contribute to the capacity strengthening of OPDs to enable them to more effectively influence development partners for disability inclusive development.
- 3. Contribute to the development and dissemination of an evidence base for disability-inclusive development / humanitarian action.**
- Supports partners in the documentation of case studies, best practices and lessons learned, and the planning and implementation of research.
 - Provide disability-inclusive development advice to research applications in areas of expertise.
 - Contributes to a resource library of tools, publications and research from area(s) of expertise.
 - Contributes to dissemination of information to key stakeholders.
- 4. Contribute to partnership /contract development and management.**
- Contributes as agreed to the management of contracts with external agencies, maintaining appropriate communication and delivering work.
 - Contributes as agreed to the management of organisational partnerships in line with partnership principles and in accordance with the partnership agreement.
 - Identifies new work opportunities, leading to new contracts / partnerships / activities in line with organisational and departmental strategy and priorities.
 - Represents CBM and the issue of disability inclusive development in relevant stakeholder groups.
- 5. Teamwork and administration.**
- Participates in and contributes to regular team meetings, and one-on-one meetings with manager.
 - Contributes to internal learning and resource development on allocated topics/sectors.
 - Participates in team peer review processes.
 - Undertakes administrative tasks as required, including work-planning, time-sheeting, KPI tracking etc.
 - Contributes to and participates in wider organisational initiatives and events.
 - Contributes to a team culture that values proactive problem-solving, open and honest communication.

SPECIFIC OUTCOMES REQUIRED

- High quality, CRPD-aligned, disability movement informed, strengths-based, and tailored disability inclusion advice is provided to key stakeholders who improve disability inclusive practice as a result.
- Disability inclusion capacity and capability development resources and activities are designed and implemented to support partners to improve their disability inclusion practice.
- Partnerships and advisory contracts are well managed, and key tasks delivered on time and to a high quality.
- Positive, productive and mutually beneficial relationships with OPDs and other leaders within the disability movement in the Asia Pacific region are maintained.
- The evidence base for disability-inclusive development is contributed to by engaging in monitoring, evaluation and learning in relation to IAG.
- Continuous team learning is contributed to through the development of internal resources, participation in meetings and participation in peer review processes, as well as contributing to organisational initiatives and meetings.
- Professional networks and relationships are developed and maintained and the growing profile and reputation of IAG is contributed to.
- Appropriate risk issues for your areas of responsibility are identified, kept updated and appropriate mitigation strategies are developed, implemented and maintained.

KEY SKILLS/QUALITIES

- High-level qualifications and applied experience in relevant disciplines of disability inclusion, international development, human rights, social policy, public health, or humanitarian action. Preferably also knowledge and experience in a specific sectoral area such as climate change, disaster risk reduction, economic empowerment, education, gender equality, governance, health, humanitarian response, social protection, etc.
- Knowledge of and/or experience in applying the principles of human rights-based approaches to disability inclusion into international development and humanitarian action.
- Experience in design, implementation, monitoring and evaluation of rights-based international development programs and policies, preferably including experience working on disability-inclusive development programs and policies.
- Demonstrated experience in different forms of capability development and facilitation, including skills and experience in training design and delivery.
- Demonstrated experience working with OPDs and/or established networks with the disability movement will be highly regarded.
- Ability to work in a multilingual and culturally diverse environments with strong cross cultural communication skills.
- Excellent interpersonal skills with ability to develop and maintain networks of communication with a range of stakeholders in developing and developed country contexts.
- Excellent writing skills and the ability to contribute to research and monitoring, evaluation and learning activities.



- Excellent communication skills, including the ability to adapt pitch, style and content of messages for different audiences, and to communicate in an inclusive manner.
- Ability to work as a member of a team, as well as the ability to work in a self-directed manner.
- Availability to undertake international travel (in approximately 1–3-week blocks).
- A high level of professional proficiency in English.
- Enthusiasm for the mission of CBM Australia and alignment/comfort with being part of a faith-based organisation.

INTERNAL CONTACTS

- All CBM staff, including members of the Inclusion Advisory Group network across the CBM Global federation.

EXTERNAL CONTACTS

- Advisory clients and partners, consultants, associates, subcontractors, and disability movement stakeholders.
- Broader international development and humanitarian sector stakeholders.