



POSITION TITLE: Australian Disability + Development Consortium (ADDC) Executive Officer.
DEPARTMENT: Public Engagement
DATE: December 2024
REPORTS TO: Head of Policy and Advocacy
FTE: 0.6 FTE
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

ADDC is a collective voice calling for the inclusion of people with disabilities across the Australian international development sector through sharing expertise and advocacy. The ADDC mission is to bring people together to inspire, influence and support all international development actors to embrace and deliver disability inclusive development.

TRAVEL

Interstate travel (two to four trips annual) is required for the role and ad hoc international travel may be required by the position. 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.

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.

RESPONSIBLE FOR

1. Strategy

- Lead and provide strategic direction for the ADDC, in consultation with Executive Committee members and CBMA as the host organisation.



- Effectively engage and influence key peak bodies, including ACFID, IDCC and Australia domestic disability peaks, to adopt and collaborate on ADDC's strategic objective.

2. Advocacy and policy

- Harness evidence and analysis from across the disability and development sectors to develop credible policy positions.
- Maintain detailed understanding of the context on disability and development in Australia and the Indo-Pacific region and, to a lesser extent, globally and provide quality strategic guidance to ADDC and members.
- Provide high calibre input to key sector and government strategy and policy processes, ensuring ADDC Executive Committee and ADDC members' strategic priorities and analysis is reflected.
- Develop and publish regularly quality thought leadership pieces to influence policy discussion and advance ADDC reputation as a credible actor.

3. Representation

- Represent ADDC at the highest levels of Government, independently and with Chief Executives from NGOs and other actors, making high calibre representation and building effective working relationships at this level.
- Develop and maintain constructive and influential relationships within DFAT and with relevant multilateral agencies, managing contractors, NGOs and OPDs.

4. Consortium management

- Grow both the membership of ADDC, and the engagement of members.
- Manage governance health of ADDC, including adhering to constitutional requirements and refining governing instruments as needed.
- Manage and oversee Communication Officer and, periodically, contractors and volunteers.

REPORTS TO

- Chairperson, ADDC Executive Committee
- Head of Policy and Advocacy, CBMA

SUPERVISES

Communications Officer, ADDC

MAIN ACTIVITIES

- Lead the development and delivery of ADDC's multiyear strategic plan and annual workplan, in coordination with the Executive Committee and membership, primarily focused on influencing Government and development sector programs, policies, practices and budgets.
- Lead sector collaborations and advocacy to government related to advancing disability equity through Australia's international development and humanitarian program.
- Build and maintain strong working relationships with member agencies, OPDs and other stakeholders.
- Grow relationships with key stakeholders in DFAT and government, particularly DFAT's Disability Equity and Rights team, the Senior Advisor to



the Minister for International Development and the Pacific and other parliamentary stakeholders.

- Ensure ADDC is positioned to be able to provide credible disability equity and rights input on government policy and international issues.
- Undertake advocacy to Government and other parties, independently, and with colleagues across the development and disability sectors, including at CEO level.
- Provide secretariat support across ADDC's operations for the ADDC Executive Committee, including coordinating monthly virtual meetings and annual in-person meeting as well as bi-annual election process.
- Manage the ADDC operational budget in coordination with the host organisation.
- Represent ADDC externally at relevant conferences & meetings.
- Lead and manage ADDC membership, including communicating regularly with ADDC membership, coordinating ADDC meetings, ensuring inclusive meeting practices are utilised, and maintaining and up to date list of members.
- Develop and facilitate opportunities for members to meet, including in collaboration with ACFID.
- Provide reports to the Executive Committee, ADDC membership and secretariat organisation as requested or required.
- Undertake other activities as required by Executive Committee.

KEY SKILLS/QUALITIES

- Demonstrated senior experience in Policy and Advocacy; preferably with Tertiary Qualifications
- Proven understanding of the disability and development sectors, including understanding of key stakeholders and approaches.
- Excellent stakeholder management
- High level negotiation and interpersonal skills, including written and verbal communication, as demonstrated by experience advocating to key government persons Prior experience engaging with DFAT desirable.
- Strong networking skills, reflected in ability to liaise with key government and industry bodies.
- Able to work in cooperation with a wide range of stakeholders and coordinate varied input in advisory documents. etc.
- Excellent organisation and time management skills.
- Good understanding of organisational development.
- Strong analytical skills and ability to support strategy development.
- Willingness to travel (potentially 2-4 domestic trips per year and possibly international trip where aligned with strategic direction).
- Confidentiality.
- Enthusiasm for the mission of CBM Australia and alignment/comfort with being part of a faith-based organisation.

INTERNAL CONTACTS

Head of Policy and Advocacy, The Policy and Advocacy Team, ADDC Support Officer, The CEO, and the Executive Leaderships Team (ELT).



EXTERNAL CONTACTS

ADDC Executive Committee, ADDC Membership, Australian Disability Organisations, and International Development Organisations