



Position Description

POSITION TITLE:	Inclusive Education Project Co-Ordinator
REPORTS TO:	Policy and Research Manager
LOCATION:	South Australia: flexible working arrangements including remote working anywhere in South Australia.
SALARY CLASSIFICATION:	Level 6.1 Social Community, Home Care and Disability Services Industry Award
STRUCTURE:	Full-time, fixed term position to January 2026.
ISSUE DATE:	December 2024

CYDA's vision and purpose

Children and Young People with Disability Australia (CYDA) is the national representative organisation for children and young people with disability aged 0 to 25 years. CYDA has extensive national networks of young people with disability, families and caregivers of children with disability, and advocacy and community organisations.

Our vision is that children and young people with disability in Australia will fully exercise their rights, realise their aspirations and thrive in all communities. We do this by:

- Raising community attitudes and expectations
- Championing initiatives that promote the best start in the early years for children with disability, and their families and caregivers
- Leading social change to transform education systems to be inclusive at all points across life stages
- Advocating for systems that facilitate successful life transitions to adulthood
- Leading innovative initiatives to ensure the sustainability and impact of the organisation and the broader sector.

Our work is guided by our [‘Strategic Plan 2024-2027’](#) which outlines our strategic directions.

Position overview

Reporting to CYDA's Policy and Research Manager, the Inclusive Education Project Co-ordinator will lead the adaptation of a **South Australian Roadmap to Inclusive Education**, building on the [ACIE National Roadmap](#). This project tailors a proven national model to the

South Australian education system through collaboration with local stakeholders, including students, families, educators, and policymakers. The role ensures the adapted roadmap addresses regional challenges and opportunities.

This position offers an opportunity to make a meaningful impact on inclusive education in South Australia by empowering children and young people with disability and their families to shape their own futures and lead systemic change.

The Inclusive Education Project Co-ordinator will:

- Co-design and deliver events, resources, and programs with children and young people with disability and their families ("our community").
- Supervise a small project team and develop systems and processes for innovative initiatives identified by CYDA's management team.
- Facilitate opportunities for our community to lead, engage, and advocate on both South Australian and national issues.
- Working closely with their Manager, the Co-ordinator will:
 - Enable children, young people with disability and their families to contribute to key discussions on issues important to them.
 - Support their involvement in CYDA's initiatives and build their capacity as self-advocates and leaders.
 - Ensure inclusive, meaningful engagement with our community through events and programs.

Accountability areas and Key Performance Indicators (KPIs)

Program and Event Coordination

- Lead co-design and co-production processes for CYDA programs with our community.
- Plan and deliver events, ensuring accessibility, inclusion and participant engagement.
- Manage project timelines, budgets and deliverables effectively.

- Develop operational systems and procedures to meet project needs.

Staff Management and Supervision

- Supervise and support project staff, providing coaching and development opportunities.
- Oversee casual staff and suppliers engaged for specific projects as needed.

Community Engagement

- Ensure programs and events meet the diverse needs of children, young people with disability and their families.
- Provide individualised support to participants to enhance engagement and accessibility.
- Evaluate programs and events, implementing improvements as needed.
- Build partnerships to increase safe, paid, and meaningful opportunities for our community to lead and connect.
- Uphold CYDA's values and commitment to human rights.

Cross-Team Collaboration

- Work with CYDA teams to grow networks, ensuring our community's voices shape advocacy and policy initiatives.

Key responsibilities

Program and Event Coordination

- Support the secretariat function of ACIE
- Supervising the Inclusive Education Project Officer.
- Lead and facilitate co-design processes and deliver inclusive events with our community.
- Oversee and contribute to resource production, either directly or through outsourcing.
- Provide participant support, ensuring all activities are accessible and engaging.

- Evaluate events and programs, incorporating feedback to improve future initiatives.
- Collaborate with CYDA staff and ACIE members to maintain a strong, respected advocacy presence.
- Manage program budgets and financial oversight for assigned projects.
- Supervise internal staff involved in project delivery.

Engagement and Advocacy

- Collaborating with stakeholders to increase advocacy opportunities for children, young people with disability and their families.
- Identifying and creating leadership and advocacy opportunities for our community.
- Planning workshops aligned with the National Principles for Child Safe Organisations.
- Enabling our community to share their experiences with government and service providers.
- Developing best practices for children and youth engagement and upskilling staff.
- Contributing to education-related policy submissions and to other CYDA advocacy.
- Establishing systems for recruiting external stakeholders for project work.

Key internal and external stakeholders

Direct Reports: Inclusive Education Project Officer

External Stakeholders: ACIE members, South Australian education stakeholders, children and young people with disability and their families, government departments, disability sector organisations, external suppliers, media outlets.

Internal Stakeholders: Policy and Research Team, Youth Action Team, Community Impact Team, and other project teams as defined.

Selection criteria

This position is only open to residents of South Australia.

Experience

CYDA deeply values lived experience. People with a lived experience of disability or family connection with disability are strongly encouraged to apply.

- Significant experience in the inclusive education sector.
- Commitment to a rights-based approach and awareness of disability diversity.
- Expertise in engaging and working with children and young people with disability and their families, including those from diverse backgrounds.
- Proven experience in co-design methodology, planning and facilitating events and programs, including online facilitation.
- Strong relationship-building and networking skills with a wide range of stakeholders.
- Excellent organisational and project management skills, with the ability to prioritise competing demands.
- Established networks in South Australian government or disability and education sectors (highly regarded).

Capabilities

- Effective communication and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Leadership and supervision skills for team management.

Qualifications

- Tertiary qualification in a relevant discipline (e.g., Education, Social Sciences, Disability) or equivalent experience.

Salary and conditions

Conditions of employment are set out in the Employment Agreement and the Social Community, Home Care and Disability Services Award. A probationary period of six months (for new employees) forms part of the Employment Agreement.

Other relevant information

An offer of employment is subject to obtaining a satisfactory National Police Records Check and Working with Children Check.

Accountability

This position is responsible to and takes direction from the Policy and Research Manager.

To apply

To apply for this position please send your application to info@cyda.org.au

Applications should include:

- a cover letter addressed to **Liz Hudson, Policy and Research Manager**
- a statement addressing the selection criteria
- your current CV / resume.

Applications provided in other formats due to access needs will be considered.

For accessibility enquiries, please contact our Inclusion Support Coordinator Laura Pettenuzzo at info@cyda.org.au or 03 9417 1025.

For all other enquiries about the role, please contact Vikki Southey at vikki@ourhr.com.au