



POSITION TITLE: NDIS Project Coordinator (12 month contract)

EFT: .2 EFT

REMUNERATION: (upon application)

REPORTS TO: The Artistic Director and the Board

PURPOSE OF POSITION: To support Weave Movement Theatre towards strategic positioning and readiness for the National Disability Insurance Scheme (NDIS) by working with the National Disability Insurance Authority (NDIA) people with disabilities, their family and carers, the arts, disability and community sectors. This position will oversee the development and coordination of the NDIS consumer driven framework and practical applications for this small arts company. We are seeking an experienced and motivated individual to research, develop and implement NDIS options and structures for Weave Movement Theatre.

TERMS OF EMPLOYMENT:

This is a 12 month contract position with review for a second year. The worker will be employed for 48 weeks of the year.

LOCATION

The position is primarily based in Arts Access Victoria's offices (currently located at 222 Bank Street South Melbourne) or can be home based by negotiation.

ABOUT WEAVE MOVEMENT THEATRE

Established in 1997, Weave Movement Theatre is a dance/physical theatre company comprising performers with a diverse range of disability. It is disability led and has been since inception. It aims to provide a platform for artists with disability who wish to achieve their aspirations in the performing arts, through training workshops, collaborations with respected artists and the development of high quality performance works.

ENVIRONMENT

Weave Movement Theatre is an equal opportunity employer. We strongly encourage people with a disability and/or people from a culturally and linguistically diverse background to apply. If you require assistance with your application please contact us. A position description is available in alternate formats if required including Braille, CD, Large Print and Plain English.

REPORTING RELATIONSHIPS: The NDIS Project Coordinator reports to the WMT Artistic Director

MAJOR TASKS:

- Development and implementation of an NDIS Plan, including information to support decisions about the type of relationship with the NDIA best suited to the company.
- Develop and implement a range of administrative processes that support the transition of current and future participants to the NDIS including: current company members, intake coordination, information and resources on and development of a service agreement
- Coordinate required information sessions for Participants, staff, board members, families and carers
- Maintain a high level awareness of the changing NDIS environment both locally and nationally.
- Guide Weave to develop and implement innovative solutions in response to government policy and emerging sector trends and to position the organisation to emerge as a quality and sustainable provider in a competitive market
- Research and develop structures and processes for the implementation of an expanded workshop program for NDIS recipients.
- Identify opportunities in the NDIS space including new business opportunities in response to the market needs of consumers.
- Work with Weave team to support innovative and responsive service delivery
- Assist with service agreements, claims and finance processes and stakeholder inquiries
- Support marketing and communication strategies regarding NDIS
- Other duties as required

SELECTION CRITERIA:

- Demonstrated understanding of the current NDIS environment, funding and reporting models, service delivery models, and quality service frameworks
 - Strong project management skills that incorporate strategic planning, innovation, and change management principles, methodologies and tools
 - Demonstrated skills in increasing and maintaining effective partnerships and relationships across the arts, disability and community sectors
 - Flexibility and an ability to work within an ambiguous/changing environment
 - Excellent interpersonal and negotiating skills.
 - Excellent administrative and organisational skills , including strong written and communication skills
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SIGNED

Janice Florence

DATE: 25.5.17

ARTISTIC DIRECTOR: Janice Florence

DATE: 12.07.17