

POSITION STATEMENT

POSITION TITLE:	Accessibility Manager (Camps)
REPORTS TO:	CEO
ROLES REPORTING TO THIS ONE:	Disability Support Workers, Volunteers
WORKS SIGNIFICANTLY WITH:	People Outdoors Manager Great Getaways Project Manager Events and Communications Manager Accounts Manager
PREPARED BY	PG Dec 2019

Context

The Not For Profit Australian Camps Association (ACA), the national peak body for camps and associated providers, believes that participating in supported outdoor experiences through camps and adventure activities leads to happier and healthier lives.

Our vision is to facilitate 'more people outdoors more often', and our mission is to 'develop, support and promote the delivery of camp experiences that provide positive community, social and personal outcomes'. The ACA was formed in 2005 when the Camping Association of Victoria merged with the Tasmanian, South Australian and Queensland Camping Associations. Our three key tasks are to 1) help groups of all kinds gain access to camp experiences, 2) provide information, resources, services and training that helps our members deliver excellent experiences for those groups and 3) wherever possible, align both 1 and 2 with government policy – eg active ageing.

The Australian Camps Association includes People Outdoors, established in 1989 to provide camps for people of all ages with a disability, and the Great Getaways, camps for people over the age of 55. Both of these programs are organised by the ACA and delivered by ACA member camps.

The Role

This role is pivotal in promoting the mission and work of the Australian Camps Association as we expand our services into regional Victoria and ultimately across Australia. It is an opportunity to contribute significantly to the wellbeing of both people living with a disability and older Australians.

The role is part time during business hours (three days a week, with the potential to become full time) and is based in Ballarat. Some travel will be required from time to time, especially to Melbourne in the early stages of the project.

This role will initially be funded through a Victorian government grant and is designed specifically to help the ACA provide services beyond metropolitan Melbourne. This project is designed as a pilot for future growth into other regional Victorian centres and interstate, so some 'learning on the go' will be necessary.

Key attributes

The ideal candidate will either:

1. Have a background in disability / active ageing and will be familiar with the NDIS / working with people with a disability. This person will be introduced to the camp sector, or
2. Have a background in camps and will be familiar with program design. This person will be introduced to the disability and active ageing systems.

They will have:

- The ability to build relationships / partnerships with local disability and active ageing networks.
- The ability to confidently promote the program to a range of audiences.
- The ability to work semi-autonomously.
- The ability to work with ACA member camps to help build their capacity to deliver these programs.
- Highly developed budget and organisational skills.
- Business development skills / enthusiasm / vision.
- A good working knowledge of IT systems and data bases

Further details

The ACA is an equal opportunity employer.

For further information, or for a confidential discussion, please contact the CEO, Pete Griffiths, via ceo@auscamps.asn.au

Key responsibilities	Key Outputs	Success Measures
1. Building networks with councils, local disability and active ageing organisations.	<ul style="list-style-type: none"> Identify partners and stakeholders. Form mutually beneficial relationships that result in participation. Promote ACA services in any and all local forums. 	<ul style="list-style-type: none"> Campers are recruited. Ballarat Council is engaged. Local NDIS services are on board. Local active ageing groups are involved. The two aspects of the program are well promoted and well known in the LGA.
2. Manage the administration and budget aspects.	<ul style="list-style-type: none"> Develop a suitable workspace / meeting area. Maintain oversight of the Together More Active grant reporting and budget structures. Assist with recruiting Disability Support Workers and volunteers. Work with the PO Manager to ensure compliance. 	<ul style="list-style-type: none"> A professional space is secured that is suitable for intake meetings, etc All grant reports and acquittals are submitted according to their timelines. There are sufficient local staff to support each program. No program goes out with inadequately experienced or qualified staff.
3. Create marketing collateral	<ul style="list-style-type: none"> Work with the Events and Comms Manager. Create the relevant content / messaging. Investigate local advertising and promotional opportunities. 	<ul style="list-style-type: none"> There are suitable materials for use in presentations, expos, etc The ACA website is updated. Social media profile is maintained. Opportunities to advertise / promote the program are secured within budget.
4. Plan and oversee the camp program.	<ul style="list-style-type: none"> Carry out intake meetings for people with a disability. Secure camp participants (bookings / NDIS Service Agreements). Coordinate with Melbourne staff to build a camp calendar. Complete all administrative tasks relating to each camp – eg program design, site booking, transport, diet, medications, staffing. Manage each group's details via Caremonkey. Attend and lead each camp. 	<ul style="list-style-type: none"> ACA member host sites are given the resources and support to best deliver the programs. Camp administration is complete (eg medical/diet) and sent to venue in line with their requirements.. Camps are suitably staffed (Disability Support Workers, volunteers, etc) Camps are economically sustainable and delivered in accordance with the business plan. Camps receive good feedback and return bookings. All incidents are followed up and reported on. Continuous Improvement processes are followed.
5. Complete any other duties as may be necessary from time to time.	<ul style="list-style-type: none"> Day to day administration is complete (invoicing, payment of bills, time sheets, etc) etc 	<ul style="list-style-type: none"> NDIS timesheets (Disability Support Workers) are submitted to ACA Account Manager, along with NDIS etc