

DADAA Inc.

Disability in the Arts, Disadvantage in the Arts, Australia Job Description Form

Regional Arts & Health Project Officer (Bunbury) – Part Time 12-months

POSITION DESCRIPTION

This is a part time position for a period of one year (12-months). The Project Officer will be working with the communities of Bunbury and Busselton in the South West Region of WA.

The successful applicant will be engaged until March 2010 for the equivalent of 22.5 hours per week. The position has the potential to be extended subject to successful funding.

ORGANISATIONAL RELATIONSHIP

Reports to the Manager, Regional and Strategic Development and is responsible for the planning, co-ordination and implementation of DADAA Inc's Regional Arts and Health programs in the South West Region.

FUNCTION OF THE POSITION.

To ensure that DADAA's ***Regional Arts and Health*** programs meet the outcomes specified in the Business and Operational Plans in consultation with the Manager, Regional and Strategic Development, Regional Arts and Health Project Officer (West Kimberley), regional stakeholders and staff.

To ensure that a high standard is achieved across all art forms following the principles of Community Cultural Development.

Work with regionally based people with disability and/or mental illness and/or disadvantage through a diverse range of community groups and project stakeholders, supporting them to develop inclusive arts, cultural and health programs.

To design, develop and maintain an Arts & Health program in close consultation with existing community stakeholders maximising resources within the community whilst working with the Manager, Regional and Strategic Development and key staff to procure appropriate funding and resources to sustain the program.

To develop long term strategies that will enhance the opportunity for people with disabilities/disadvantage living in regional WA (specifically the South West) to access community arts and health projects.

To meet the requirements of the relevant legislation and the constitution of the organisation.

KEY RESPONSIBILITIES:

1. SERVICE & COMMUNITY DEVELOPMENT:

- Implement aspects of the Business Plan that relate to regional Arts and Health, maintaining the DADAA Inc Vision, Mission Statement and values in collaboration with the Manager, Regional and Strategic Development
- Work from a community cultural development framework, ensuring that all Regional Arts and Health programs arise to meet to the stated need of the communities in which they are placed
- Provide leadership within the communities in which you work, creating a positive working environment
- Work closely with the Manager, Regional and Strategic Development and locally based Project Reference Groups to develop an innovative artistic program that meets the needs of the target communities
- Report outcomes achieved according to the Business Plan

2. FINANCIAL / PROJECT MANAGEMENT:

- Prepare an annual budget in conjunction with the Manager, Regional and Strategic Development
- Undertake the development of submissions in line with the Business Plan and in collaboration with the Manager, Regional and Strategic Development and other stakeholders
- Ensure proper execution, documentation and monitoring of financial transactions
- Ensure proper management and insurance of the agency's assets
- Provide financial information to DADAA's Director of Finance for annual audit
- Acquit all grants in accordance with funding body requirements in collaboration with the Manager, Regional and Strategic Development
- Ensure that correct procedures and protocols are followed for the disposal of monies and cheques
- Develop consumer feedback mechanisms

3. HUMAN RESOURCE MANAGEMENT:

- Select, train and Coordinate Artistic and Support staff in collaboration with the Manager, Regional and Strategic Development to implement the stated Arts and Health intervention needs of the target communities
- Ensure that the recruitment, selection, orientation, grievance, promotion, disciplinary and termination practices meet the policy guidelines
- Coordinate locally based Project Reference Groups as the primary means through which to empower communities to drive and manage their own cultural development
- Provide input to staff about the agency's progress, achievements and future directions by attending regular staff meetings
- Alert the Manager, Regional and Strategic Development to any human resource issues that may affect the agency
- Provide support and supervision to regionally based Arts and Health workers connected with your programs

4. POLICY DEVELOPMENT:

- In consultation with the Manager, Regional and Strategic Development, develop and recommend the development of agency policy
- In consultation with the Manager, Regional and Strategic Development ensure the implementation of the agency's endorsed policies

5. AGENCY MANAGEMENT:

- Develop positive and co-operative relationships with funding bodies and other significant stakeholders that can enhance the development of partnerships and alliances
- Represent DADAA Inc and the wider issues in relation to Arts / Disability practice through attendance at Project Reference Groups and Regional Round Table meetings and conferences
- Ensure audience and participant surveys are carried out for program workshops, exhibitions and performance activities
- Represent the agency to external bodies and act as its spokesperson in relation to your programs
- Liaise and consult with kindred and interrelated organisations
- Encourage clear, open, honest and constructive communication amongst staff
- Promote the agency, its mission and its outcomes through the media and other outlets