



**AUSTRALASIAN SOCIETY
FOR THE STUDY OF
INTELLECTUAL DISABILITY
EXECUTIVE OFFICER
JOB & PERSON SPECIFICATION**

JANUARY 2010



JOB SPECIFICATION

POSITION : EXECUTIVE OFFICER

REPORTS TO : ASSID Board Chairperson

About the role

This leadership position reports to the Board Chair and President of the Australasian Society for the Study of Intellectual Disability (ASSID) and is responsible for developing and implementing an ASSID strategy to increase the profile, and connection of ASSID to its members and the sector. The role will see you increasing the organisation's presence and relevance within the sector whilst creating and taking advantage of business and funding opportunities.

The successful applicant will have a demonstrated track record in managing and delivering successful outcomes broadly consistent with the goals and objectives of ASSID. Excellent written communication, analytical and project management skills are required. You will have high level skills in managing relationships with Government, the media and potential community funders and partners.

ASSID is a professional association for people with an interest in :-

- the rights and contribution of people with an intellectual disability;
- research that promotes the wellbeing of people with disabilities;
- high ethical standards of practice in the field, and;
- the dissemination of information that supports all of the above.

ASSID is a collaborative network which means that you will need to be able to work with different people across diverse organisations and backgrounds in order to bring out their strengths and engage them in our activities.

Position objective

Responsible for developing and implementing strategies to increase the profile, connection, relevance and business opportunities to ASSID and its members, consistent with the goals and objectives of the organisation.

Key results areas and responsibilities

Ongoing effective development and successful implementation of an ASSID Strategy, including :-

- improved communication with and information dissemination to the membership;
- effective relationships with Government, and relevant government organisations;
- partnerships with key agencies and stakeholders;
- marketing and promotion of ASSID as a key professional association;
- % increase in ASSID membership across Australasia;
- effective management of stakeholders relationships, including :-



JOB SPECIFICATION

- promoting and marketing ASSID activities to potential funders and partners through government, charity and research avenues;
 - identifying new stakeholder groups and building relationships with existing stakeholders to raise awareness of ASSID and its goals and objectives;
 - management of media relationships;
- effective leadership and management within the sector;
 - apply business excellence principles to ensure continuous improvement and learning;
 - contribute to the overall strategic management of ASSID;

ASSID

Our goals are to :-

- promote the research and understanding of intellectual disability
- bring together people with an interest in the field of intellectual disability
- promote high standards of practice in the field of intellectual disability

Our objectives are :-

- to promote the rights, development and well being of people with intellectual disability.
- to promote the research and understanding of intellectual disability.
- to bring together people who have an interest in the field of intellectual disability.
- to promote high ethical standards of practice in the field of intellectual disability.
- to promote communication via conferences, special interest groups, symposia, workshops and other professional development activities.
- to promote research, scholarship and the dissemination of information about intellectual disability through appropriate publications, and networks.



PERSON SPECIFICATION

Required Skills / Knowledge / Experience

- experience in securing foundation/corporate funding;
- high level analytical skills, including ability to analyse funders' needs and requirements;
- capacity to develop and implement growth strategy, including working with potential industry and community partners;
- excellent written communication skills, including professional tender writing skills;
- excellent project management skills;
- ability to communicate with and engage people effectively to achieve result;
- commitment to the people with disabilities, the goals and objectives of ASSID;
- ability to understand and apply Business Excellence principles;
- proven experience as a member of an organisation's Senior Management Group;
- business acumen;
- flexibility and adaptability.

Desirable Skills / Knowledge / Experience

- experience in the disability sector;
- experience in working in industry or community partnerships to deliver programs;
- understanding of social enterprise 'green' enterprise;
- presentation at Board level.

Personal Attributes

- respect for the rights and contribution of people with a disability;
- commitment to social justice and ethical approaches to work;
- innovative and creative thinker;
- articulate speaker and the ability to present complex issues in ways that are easy to understand;
- proven ability to build and maintain effective working relationships with internal and external stakeholders;
- integrity and high professional standards.

The successful applicant will be required to undertake a police and financial background check.

Some travel is involved



HOW TO APPLY

Applications should be forwarded to Heidi Jones by e-mail 12323@hender.com.au

Telephone enquiries are welcome on (08) 8100 8807 to Heidi or to Julie Fleet on (08) 8100 8806. Applications close Friday 29 January 2010.

Please Note

Your application will be automatically acknowledged by a return e-mail.