

Position Description

Speak My Language – Traveller

Ethnic Communities' Council of Victoria Inc. (ECCV) represents the voices of multicultural Victoria.

We are a community based, member driven peak body for ethnic and multicultural organisations committed to strengthening and building our community through advocacy and leadership and by empowering people from culturally diverse backgrounds.

Our vision is to help build a culturally diverse and harmonious society that is just, fair, and inclusive for all Victorians.

Our Values

- Integrity
- Empowerment
- Respect
- Courage
- Equality
- Compassion

Position Specification

Position:	Traveller
Reports to:	Speak My Language – Victorian Coordinator
Hours:	84 hours total (5 hours - Reading materials, 21hours – training, 12 hours – scout for talent, 40 hours – Recording, 6 hours- wrap up)
Term:	Casual over 17 weeks
Salary:	Social, Community, Home Care and Disability Services Industry (SCHCDSI) Award 2010 Classification Level 3

Position Statement

The Speak My Language (SML) program – CALD and Indigenous communities talking about living well with a disability, is a national initiative led by the Ethnic Communities' Council of NSW in partnership with ethnic and multicultural councils across Australia. SML involves CALD and Indigenous Australians with disabilities, and their supporters, sharing real stories and experiences, via podcast, broadcast and online. The stories will be about living well with a disability, and they will inform people about skills and resources available in the community to support people to live well. Additional interviews with guest speakers will give accurate and up-to-date information about further opportunities in the community. Together, the podcasts,

broadcasts or videos will provide practical tips on utilising personal skills and talents, and community resources and networks, in order to live well with disability - at home, in the community and at work or school. The project aims to deliver this content in over 25 community languages, and the content will be culturally appropriate because it will be generated from within cultural and linguistically diverse communities, and within Indigenous communities.

Key Responsibilities

a) Project Coordination

- With the support of ECCV and the SML National Team, promote the Speak My Language program in the CALD or Indigenous community you are connected with.
- Encourage and support people with disabilities from CALD or Indigenous backgrounds who are wanting to share their story about living well with a disability, ensuring their rights and choices are upheld.
- With the support of the ECCV State Coordinator and the SML National Team, find bi-lingual story tellers and guest speakers who have information about resources available in the community to support people with disabilities to live well.
- Develop and create 6 podcasts.
- Work with the Safeguarding Mentor (where required) to ensure SML upholds its Duty of Care and Principles.
- Work with the Quality Assurance Team (sound editors and language checkers) to maintain the sound quality and adherence to SML Principles.
- Collect all information required and enter it into the SML Portal (website) including in a language other than English.

b) Project Delivery

- Participate in ZOOM Mentoring sessions.
- Successful completion of the Moodle training components of SML.
- Uphold the Principles of the SML program and represent the SML brand positively.
- Engage people with disabilities from CALD or Indigenous backgrounds in the SML program.
- Ensure that SML content meets the required standards for sound and content quality.
- Promote SML to culturally diverse communities whilst upholding the SML Principles.
- Contribute to ECCV upholding Duty of Care towards children and vulnerable adults, and all people who trust us with their personal and sensitive information.
- Contribute to ECCV ensuring appropriate documentation and records are kept guaranteeing accountability to stakeholders.

Key Selection Criteria

Qualifications

Further and/or higher education qualifications in disability, community services or in an equivalent related field. Fluent in a language other than English, particularly in priority community languages (e.g. new and emerging communities).

Knowledge and Skills

- Demonstrated understanding of the needs and aspirations of people with disabilities, particularly from migrant, refugee or First Nations communities.
- Lived experience of disability, including as a carer
- Bi-lingual
- Excellent communication skills.
- Good computer skills and file management (finding files, downloading files, and uploading files).
- Organisation and planning skills, including managing time, prioritising tasks and meeting deadlines.
- Experience in engaging and consulting with culturally diverse communities, particularly in the areas of health and wellbeing.
- Initiative to reduce risk and apply discretion to solve problems, within scope of authority.
- An ability to work independently, as part of a team and follow instructions.
- Passion for advancing the needs and aspirations of ethnic and multicultural communities.

Desirable:

- Experience in content production for a range of platforms (audio, video and digital)

Personal Qualities

- Actively engages with peers and others to build productive relationships based on mutual respect, collaboration and trust
- Interest in and knowledge of a range of cultures and a curiosity to understand the views of others
- Demonstrated commitment to ECCV's values and temperament for engaging in behaviour that is values-driven
- Demonstrated commitment to achieving common objectives of the ECCV and drive and energy towards achieving work targets.
- Perseverance in achieving objectives despite limited resources, tight deadlines and occasional setbacks.

Conditions

- All conditions are in line with the SCHCADS Award.
- Travellers must agree to undertake a Police Check.
- A current Working with Children Check will be required of any Traveller working with children during their role.
- Willingness to have your name, voice and/or image in the public domain (on the internet, in social media, on radio).
- Access to a desktop or laptop and reliable internet access.
- Some weekend and after-hours work may be required for which time-in-lieu can be claimed.
- People from a culturally and linguistically diverse background and with a disability are strongly encouraged to apply
- ECCV is an Equal Opportunity Employer.

Approved

Chris Christoforou

Executive Officer

December 2020