

Project Coordinator – Disability Programs

Good Things Foundation Ltd (Good Things Australia)

POSITION DESCRIPTION

Job title	Project Coordinator – Disability Programs
Reports to	Head of Programs
Location	Sydney based (Hybrid – work from Sydney office and home)
Position Type	Full-time 2 year fixed term contract
Reviewed	April 2025
Benefits	<p>Good Things Australia have a variety of benefits available to our employees including:</p> <ul style="list-style-type: none"> • Salary packaging – Additional \$15,900 tax free component • Additional 3 days paid leave between Christmas and New Year • Generous annual learning and development budget • Hybrid flexible working arrangements with a combination of work from home and collaboration time in the office • Employee Assistance Program (6 sessions per employee and their family members) • Access to contemporary co-working space at the Hub, Hyde Park • A diverse and inclusive workplace, where different cultures are celebrated and reflected upon
Position Purpose	The Project Coordinator – Disability Programs will be responsible for delivering our work to support the digital inclusion of people with disabilities including coordinating and delivering our innovative Digital Champions

	<p>program, enhancing digital literacy and inclusion for people with intellectual disability and working to increase our engagement across the disability support sector.</p>
Organisation	<p>Good Things Australia are future-focused digital inclusion leaders, advocating, partnering, educating and innovating to ensure no one is left behind in the digital world. We develop and deliver a range of innovative digital inclusion programs to support those most in need, including people over 50 years of age, people with intellectual disability, migrant and refugee women, First Nations peoples, people with chronic health conditions, carers and low income families.</p> <p>We partner and collaborate with other social impact organisations, industry and government to provide holistic, sustainable and impactful digital inclusion programs and to advocate to close the digital divide.</p> <p>Good Things Australia is part of the Good Things Foundation Group, delivering digital inclusion programs in Australia since 2017 and in the UK for over 15 years.</p>
About you	<p>You are a person focussed on making a positive impact in the world and already have experience working with people with intellectual disability or working on programs that support people with disability. As Project Coordinator of our disability programs, you will work with internal and external stakeholders to coordinate and ensure the effective delivery of Good Things' disability programs. You must be used to pulling together cross functional teams and juggling multiple projects, responsibilities and priorities.</p> <p>You'll thrive in this role if you:</p> <ul style="list-style-type: none"> • Are passionate about social impact and digital inclusion, particularly for people with disability • Enjoy being part of high-performing teams and fostering collaboration • Have prior experience working in the disability sector, particularly in project roles, working with people with intellectual disability

	<ul style="list-style-type: none"> • Are confident to represent the organisation at external events and participate in presentations and speaking engagements alongside people with disability • Enjoy building strong relationships with internal and external stakeholders and partners <p>You should have exceptional attention to detail and organisational skills and be a champion for accessibility and inclusion across the organisation.</p> <p>You will be responsive and flexible to unexpected and unplanned requests, be highly adaptable to change and will relish the opportunity to engage and support internal and external stakeholders.</p>
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Key objectives and accountabilities	
Project management	<ul style="list-style-type: none"> • Coordinate the planning, implementation, and tracking of our disability programs, including but not limited to our Digital Champions program, supporting people with intellectual disability to learn and teach digital skills. • Ensure clear project management processes are in place and accountability for tasks allocated • Support the development of the impact measurement framework for all projects • Accessibility and Inclusion: Champion accessibility and inclusivity within Good Things, ensuring that all materials, communications, and activities are fully accessible to individuals with disabilities
Stakeholder engagement	<ul style="list-style-type: none"> • Build and maintain strong relationships with all project stakeholders including partner organisations, participants, and community groups • Act as key contact for organisations partnering with us and participating in our programs such as Down

	<p>Syndrome Australia and other sector and community partners</p> <ul style="list-style-type: none"> • Engage with community organisations within the disability and community services sector to promote our programs for people with disability • Promote programs through various channels, including social media, conferences, and workshops • Engage with the disability sector to raise awareness and support for digital inclusion
Recruitment, support and training	<ul style="list-style-type: none"> • Alongside our partner organisations, coordinate the recruitment and support of people with disability to participate in our programs • Provide one-on-one and group support to people with intellectual disability to build their skills in telling their own stories, delivering training to others in the community and participating in co-design opportunities • Co-deliver digital literacy training to community service workers alongside people with disability
Program monitoring, evaluation and learning	<ul style="list-style-type: none"> • Support the measurement of program outcomes and reporting, working alongside our Impact and Design Manager to ensure clear and appropriate impact measures are documented and monitored • Recommend and assist with the implementation of continuous improvement strategies to ensure our disability programs have maximum impact • Ensure robust project management practices and risk management processes are in place

Person specification

<p>Essential knowledge, skills and experience</p>	<ul style="list-style-type: none"> • Experience working directly with people with disabilities individually and in groups • Demonstrated experience in project coordination or management, preferably in non-profit or community-based programs • Strong understanding of the challenges and needs related to digital inclusion for people with disabilities • Excellent interpersonal and communication skills, capable of working collaboratively in a diverse environment • Experience in stakeholder engagement and partnership management
<p>Desirable knowledge and skills</p>	<ul style="list-style-type: none"> • Knowledge of digital education tools and resources • Knowledge of digital inclusion and its impacts in Australia • Experience supporting digital skills learning • Experience working with or in the community sector • Knowledge of creating content that meets accessibility standards
<p>Good Things Australia behaviours</p>	<p>Commitment to ongoing growth and development and aligned to our behaviours:</p> <ul style="list-style-type: none"> • Positive • Creative • People Focused • Curious • Collaborative
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Collaborative, flexible, adaptable and resilient • Demonstrable commitment to equality, diversity and inclusion • Demonstrable commitment to using technology, data and insights to monitor progress and improve • Compliance with our organisational Safeguarding Policies and Procedures

	<ul style="list-style-type: none"> • Satisfactorily meet pre-employment checks
Education and qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in social work, education, project management or a related field (highly desirable) • Project management certifications or relevant skills (desirable)

To apply, please send a copy of your resume along with a cover letter (no more than 2 pages) addressing Key Objectives and Accountabilities and detailing your relevant skills and experience.