



Disability Program Manager

Responsible to	Chief Executive Officer
Type of employment	2 years fixed term contract
Hours per week	Between 25 and 32 hours/week
Location	Work from home or a co-working space anywhere within Australia
Flexibility	Flexible working hours, option to purchase an additional 4 weeks leave per year
Award	Social, Community, Home Care and Disability Services Industry Award
Classification	Level 6.1 (\$51.90/hr at 1/06/2024)

People with disability and carers of children with disability are encouraged to apply. Reasonable adjustments are available for the recruitment process and in the job design.

About Toy Libraries Australia

Toy Libraries Australia (TLA) is the peak body for over 290 not for profit toy libraries in Australia. We support a growing community of Australian not-for-profit toy libraries, encouraging families to play and learn together in a sustainable way.

Our team of 12 staff all work flexible part time hours and are located across Australia. All staff currently work from home with our 'office' being a virtual space that allows flexibility and connectivity with others team members wherever they are.

What is a toy library?

At a toy library, families can borrow from a vast array of toys that have been designed to support children's skill development and imagination. Toy libraries have a specific focus on promoting the educational value of play for younger children and encouraging positive adult/child interactions through affordable access to toys.

Toy libraries started in Australia in the 1970s as a service for children with disability, but quickly spread to the broader community in the 1980s. There are a few disability-specific toy libraries left, but most toy libraries are now mainstream services.

Toy libraries are an invaluable community resource. In addition to the financial benefits of borrowing rather than buying, toy libraries also provide a safe environment for families to connect and interact with others at a similar stage in their lives, support the environmentally sustainable use of toys, and provide volunteering opportunities for those looking to re-enter the workforce.

Most toy libraries are generally situated within premises shared with other community services, i.e. early years centres, halls, neighbourhood houses, public libraries, or community centres – with some operating full time and others a few hours a week.

Toy libraries range from small (catering to as few as 10 families in rural towns) - to large (supporting over 100 families). Some toy libraries have paid staff but all rely on the assistance of a team of volunteers to operate.

TLA's Disability Program

TLA was recently awarded a \$1.5m ILC Social and Community Participation grant to develop community toy libraries as accessible services for children with disability and their families to foster inclusion and community connection over the next 2 years. This is the largest grant TLA has ever received.

The program will:

- Understand barriers and identify enabling factors to accessing toy libraries for families who have a child with disability
- Design and implement three pilots to address the identified barriers and build on the enabling factors
- Based on the evaluation results and learnings, refine the pilot design into initiatives or programs that can be implemented by many toy libraries

- Roll out initiatives to TLA members across Australia, including providing the training and support required to embed new processes or behaviours
- Deliver a marketing campaign to increase the awareness of toy libraries by parents, caregivers and professionals who care for and support children with disability
- Provide training and develop resources for toy library staff and volunteers
- Develop a secondary consultation service where toy libraries can get advice from paediatric training allied health professionals on toy recommendations for members with specific disability and goals
- Develop resources that help parents and caregivers support their child to learn through play at home with toys from the toy library
- Pilot a specialist inter-toy library borrowing service

The Disability Program team will have 5 staff (3 FTE) – a program manager, 2 x program officers, a design and marketing professional and an allied health professional.

Responsibilities of this role

The Disability Program Manager will lead the team and be responsible for the successful delivery of the program activities mentioned above.

They will also be responsible for:

- Implementing strong program and financial management processes and systems
- Collaborating with our academic partner to design and deliver a research program and evaluation framework
- Being across changes in disability policy (including foundational supports) and identifying opportunities for TLA and/or toy libraries
- Developing the Activity Workplan with the Department of Social Services and reporting against the workplan
- Building strong relationships with funders, other sector organisations and toy libraries
- Convening the TLA Disability Advisory Group
- Representing TLA at conferences and events
- Work with TLA member toy libraries, to support those engaged in research and pilots and to promote and support toy libraries to pilot and implement changes.
- Work with other TLA staff to communicate the activities of the project to member toy libraries and other key stakeholders.

The role will require some intrastate and interstate travel.

Experience

Highly desirable

- Lived experience of disability (including as a carer)
- Experience (paid or unpaid) working in toy libraries or similar volunteer run organisations

Required

- Professional experience in disability or community services leadership
- Strong track record of successfully managing programs of a similar size
- Experience leading people
- Strong interpersonal and communication skills
- Ability to innovate and create change
- Competent use of Microsoft 365, including Sharepoint, Outlook, Microsoft Office and Teams
- Understanding of, and experience working in, a child safe organisation
- Can legally work in Australia

Education

Relevant tertiary qualification in disability services, community services, allied health or a related field

Application process

Please forward a covering email and your CV to Debbie Williams, Chief Executive Officer at recruitment@toylibraries.org.au. Shortlisted applicants will be interviewed in late-June and asked for two referees. Applications close Friday 21 June 2024.