



## Disability Program Officer (2 roles)

<b>Responsible to</b>	Disability Program Manager
<b>Type of employment</b>	2 years fixed term contract
<b>Hours per week</b>	Between 20 and 30 hours/week
<b>Location</b>	Work from home or a co-working space anywhere within Australia
<b>Flexibility</b>	Flexible working hours, option to purchase an additional 4 weeks leave per year
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award
<b>Classification</b>	Level 4.1 (\$41.52/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 Officers will be part of the team delivering the Disability Program. Each Disability Program Officer will be responsible for the delivery of one or more pilots, designing programs based on the pilots that can be rolled out to toy libraries, developing resources for parents and carers, and delivering training for toy library staff and volunteers.

They may also be asked to:

- Support the Disability Program Manager to provide reporting on the program
- Develop relationships with organisations working in the disability space
- Represent TLA at conferences and events

The role may require some intrastate and interstate travel.

### **Experience (desirable)**

- Lived experience of disability (including as a carer)
- Professional experience in disability or community services
- Experience (paid or unpaid) working with toy libraries or similar volunteer run organisations
- Demonstrated ability to work autonomously, flexibly and uses initiative to achieve high quality results
- Strong interpersonal and communication skills
- Ability to identify issues, including obstacles and opportunities, and develop and implement effective solutions
- Competent use of Microsoft 365, including Sharepoint, Outlook, Microsoft Office and Teams
- (Required) Can legally work in Australia

### **Education (desirable)**

Relevant tertiary qualifications.

### **Application process**

Please forward a covering email and your CV to Debbie Williams, Chief Executive Officer at [recruitment@toylibraries.org.au](mailto:recruitment@toylibraries.org.au). Shortlisted applicants will be interviewed in early-July after the appointment of the Disability Program Manager.

Applications close Sunday 30 June 2024.