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| **Position Title** | Sector Sustainability Officer |
| **Location** | Queensland Advocacy for Inclusion  Level 2, 43 Peel Street, South Brisbane, Meanjin Qld 4101 |
| **Industrial Instrument** | Social, Community, Home Care & Disability Services Industry Award 2010 (SCHDS Award) |
| **Classification** | Level 5 |
| **Basis** | Fixed term, Full time or part time |
| **Position Reports to** | Principal Advocate, Pathways |

**Queensland Advocacy for Inclusion Values**

The appointee to this position will have a commitment to Queensland Advocacy for Inclusion (QAI) to promote and implement the values and philosophies of the organisation when conducting activities and actions related to their position.

**Organisational Context**

QAI is an independent, community-based advocacy organisation for people with disability. QAI's purpose is to advocate for the protection and advancement of the needs, rights and lives of people with disability in Queensland. The organisation does this by engaging in systemic advocacy through campaigns directed at attitudinal, law and policy change, and by supporting the development of a range of advocacy initiatives in this State.

As QAI is a social advocacy organisation, it works to uphold the principles of fundamental human rights, social justice and inclusion in community life by:

* taking positive, ethical action,
* being on the side of people with disability,
* being understanding of their position and vulnerability,
* being independent with minimised conflicts of interest,
* focussing on fundamental needs, welfare and interests,
* doing advocacy with vigour and a sense of urgency,
* remaining loyal and accountable over time.

People involved with QAI therefore believe that people with disability:

* are as valuable as any other human beings, regardless of what they can or cannot do,
* need to live well and have the same opportunities in life as other people,
* are part of the relationships and connections of ordinary life and can participate and contribute to the rich and diverse fabric of our communities,
* should not be segregated, congregated or isolated on the basis of disability.

# Position Statement

The Sector Sustainability Officer is responsible for strengthening the financial and organisational sustainability of the disability advocacy sector in Queensland. The role will focus on building fundraising capacity, securing resources, and developing long-term partnerships to support the Queensland Independent Disability Advocacy Network (QIDAN) and its members. This includes leading fundraising initiatives, documenting and expanding in-kind and pro bono contributions, and supporting advocacy organisations to diversify income and strengthen their sustainability.

## Key Position Responsibilities and Accountabilities:

* Develop and implement a sector-wide fundraising and sustainability strategy, including goals and measurable outcomes.
* Identify, map, and pursue funding sources and income opportunities (grants, philanthropy, corporate partnerships, individual giving).
* Develop and implement a workforce survey to provide insights, a dataset and build a workforce profile to advocate with government departments for an ongoing wage uplift to improve attraction, recruitment and retention in the sector.
* Document, track, and report on in-kind and pro bono contributions to demonstrate sector value and impact.
* Build the fundraising and grant-writing capacity of QIDAN members through training, resources, and mentoring.
* Cultivate and manage relationships with new and existing partners, including philanthropic organisations, corporates, and community supporters to develop a portfolio of long-term, strategic partners supporting the disability advocacy sector.
* Secure funding for QIDAN-led activities, such as conferences, campaigns, and sector projects.
* Work collaboratively with the QIDAN team and member organisations to strengthen sector capacity for self-sustainability.
* Provide regular reports and updates on fundraising outcomes, partnership development, and sustainability initiatives.
* Ensure that records are kept and maintained in accordance with the requirements of the *Legal Profession Act 2007* (Qld), the National Association of Community Legal Centre’s Risk Management Guide and QAI’s policies and procedures, including appropriately utilising CLASS and Microsoft 365.
* Comply with the code of conduct and ethics and confidentiality requirements of QAI and with the National Disability Service Standards.
* Participate in staff meetings, planning workshops and other meetings in connection with the operation of client services and QAI.
* Undertake any other tasks as directed by the Principal Advocate or CEO within the scope of the role.

# Requirements of the Position:

## Values, skills, knowledge:

* Strong knowledge of fundraising strategies, philanthropy, and income diversification for the not-for-profit sector.
* High-level skills in stakeholder engagement, relationship management, and negotiation.
* Proficiency in grant-writing and preparing persuasive proposals and cases for support.
* Understanding of corporate social responsibility, pro bono programs, and in-kind contribution models.
* Project management, planning, and evaluation skills.
* Excellent written and verbal communication skills, with the ability to communicate effectively across a wide range of audiences and sectors.

## Essential:

* Strong commitment to human rights, social justice and diversity.
* Demonstrated experience in fundraising, partnerships, business development, or philanthropy (preferably in the not-for-profit sector).
* Strong ability to design, implement, and deliver successful fundraising and other initiatives and partnerships.
* High-level skills in stakeholder engagement, relationship management, and negotiation.
* Proven ability to write compelling proposals, grant applications, and fundraising materials.
* Strong organisational and project management skills, including prioritising competing demands and meeting deadlines under pressure.
* Willingness to complete a criminal history screening clearance.

## Desirable:

* Lived experience of disability
* Knowledge of the disability sector and/or community legal/advocacy services.
* Established networks within philanthropy, corporate, or government funding streams.
* Experience in capacity building and training delivery to support smaller organisations.
* Familiarity with tracking and reporting in-kind or pro bono contributions.