



Questions and answers

Project Officer –

Accessible Communications Pilot project



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Questions and answers



This Easy Read sheet is about the Project Officer position.



The Project Officer is a person with Down syndrome or intellectual disability.



The Project Officer will work with Down Syndrome Australia (DSA) and the Expert Review Panel.

They will make resources for people with Down syndrome and intellectual disability.

Questions about the position



Down Syndrome Australia has 1 position for a person with Down syndrome or intellectual disability.



The position is a 'Project Officer' role.



The Project Officer will help give feedback on resources for people with Down syndrome and intellectual disability.



Here are some questions and answers about the position.

Who will be a Project Officer?



To be a Project Officer you must:



- live in Australia



- be 18 years or older



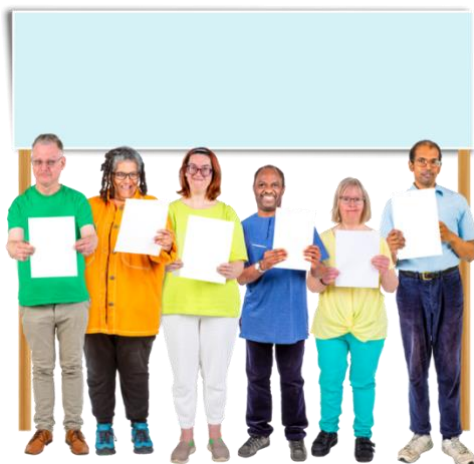
- have Down syndrome or an intellectual disability



- be able to join a 2 hour meeting each week



- be able to work for 3 hours each week



We want people from all backgrounds to apply for this role.

This includes people who:



- are First Nations people



- come from different cultures



- live a long way from big cities



- are LGBTQIA+



- need support with communication.

Do I need experience to be a Project Officer?



No.

You do not have to have been a Project Officer like this before.



It is about co-designing resources with other people in our community.



Some people will have experience.



Some will not have any experience.

This is okay.

I do not have a computer. How will I take part in meetings?



Someone you know might have a computer you can use.



This may be:

- a friend
- a family member
- a support person.



Library

Or you may be able to use a computer at:

- a library
- a local service you attend.

You can also use:



- a mobile phone
- an iPad or tablet.



You must be able to connect to the internet.

What will the Project Officer do?



The Project Officer will do two main things:

1. Leadership and skills development



You will be able to develop your skills in supporting a group in co-design.

This might be things like:



- helping to run workshops to get feedback on resources
- supporting and leading other people with Down syndrome or intellectual disability.

2. Provide lived experience to develop meaningful resources



You will be able to share your lived experiences that will help give feedback and advice on resources.

This might be things like:



- giving feedback on resources
- helping to make documents easier to understand for people with Down syndrome or intellectual disability
- providing recommendations.

How many hours do I need to work?



You will need to be able to work up to 3 hours a week for the next 3 months.



Meetings with the Expert Review Panel will be about 2 hours long.



In between meetings you will need to do some work for the next meeting.



You will spend about 30 minutes to an hour getting ready for the next meeting.

To get ready for meetings you will:



- read the notes from the last meeting



- read the meeting agenda



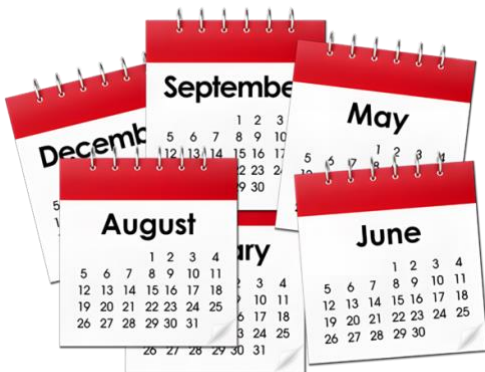
- Write down some ideas for the meeting.

You might also do other work like:



- read documents and making notes
- make a presentation and practise it.

How long will I be a Project Officer?



You will be a Project Officer for about 3 months.



This is because the project ends in June.



When you leave the role there may be other chances for you at Down Syndrome Australia.

Will documents be in Easy Read or Plain English?



Yes.

Any information we provide will be in Easy Read or Plain English.

How much do I get paid?



DSA will pay you as a casual worker.



This means you get paid for the time you work.

Work will be:



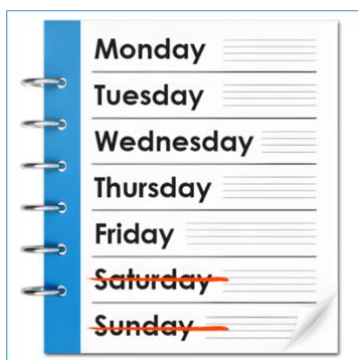
- going to meetings



- helping with co-design



- reading documents and making notes.



Most work will be during the week.

Do I need a support person?



You may not need a support person if you can do these things by yourself:

- read emails and documents and respond to them
- organise meetings
- join and take part in online meetings.



If you usually have a support person then you may need them to support you as a Project Officer.



They might be a:

- family member
- friend
- support worker.



If you have trouble finding a support person please let us know.

We may be able to help you find one.



DSA may be able to pay your support person.



If being a Project Officer is one of your NDIS goals, you can use your NDIS funds.

Will the work be in person?



Everyone at DSA comes from all over Australia.



If we do meet in person, your travel costs will be covered.

If



you cannot travel, you can still be a Project Officer.

How do I apply?



Applications can be:

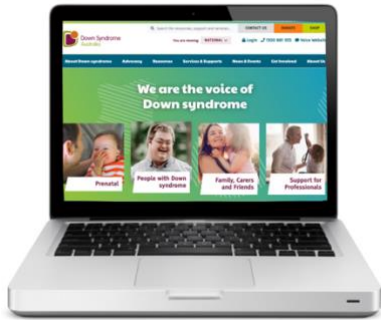
- in a video



- in writing



- you can call or video call Cat Standley from DSA to fill in the application.



Information about the position is on our website:

<https://www.downsyndrome.org.au/national/about-us/our-work/accessible-communication/project-officer/>



We want you to put in your best application.

We can support you if you need.

When do applications close?



Applications close at **5pm** on **Tuesday 11**

March 2025.



You must send your application to Cat on
this date or before this date.

What if I have questions or need support?



Contact Cat at DSA if you need to apply.



Email cat.standley@downsyndrome.org.au

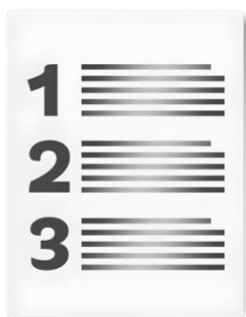


You can also use the National Relay Service.

What happens after I submit my application?



We read all the applications.



Then we make a list of people we will interview on the phone or on a video call.



We will contact you to make a time for an interview.



We will tell you if your application is not successful.

What will happen in the interview?

If you are invited for an interview, this will be a chat with you:



- over the phone



- or on a video call.



You can have a support person with you if you like.



We will send you the interview questions 1 week before the interview.



This gives you time to get ready for your interview.

Contact us



Contact Cat Standley if you have questions



Email cat.standley@downsyndrome.org.au



Call 1300 344 954



You can also use the National Relay Service.



Down Syndrome
Australia

DSA made this sheet in February 2025.