



# Position Description

## Project Officer

## Accessible Communications Pilot project



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## About the Project



Down Syndrome Australia is working on a project called **Accessible Communications Pilot project**.



This project will help the NDIA to make things easier to understand for people with intellectual disability.



We are looking for a **Project Officer** to work on this project.



The Project Officer will provide advice and feedback.

They make sure the project is easy to understand for people with intellectual disability.

## What does a Project Officer do?

A Project Officer will:



- Attend online meetings



- Help design and make resources like videos and documents



- Share their knowledge and experience with others



- Take part in workshops to improve accessibility



- Give advice and recommendations



- Help with extra tasks to support the project

## Who can apply?

You can apply for this role if you:



- Are 18 years or older



- Have an intellectual disability



- Can join online meetings



- Are interested in making information easier to understand for people with intellectual disability



- Can work an extra 3 hours per week

## How much will I be paid?



DSA will pay you as a **casual worker**.

This means you get paid for the time you work.

## 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](mailto:cat.standley@downsyndrome.org.au)



You can also use the National Relay Service.



Down Syndrome  
Australia

Down Syndrome Australia made this  
Position Description in February 2025.