



Speak My Language

Diverse communities living well with a disability



Ethnic Communities'
Council of NSW Inc.
Representing all communities



POSITION DESCRIPTION – BROADCAST TRAVELLER

General Information	
ABOUT THE PROGRAM (OVERVIEW)	
PROGRAM NAME	Speak My Language – “Diverse communities talking about living well with a disability” 2021-2022
FUNDING	SML is funded by the Commonwealth Department of Social Services via the NDIS ILC National Information program.
MAIN OBJECTIVES OF THE OVERALL PROGRAM	<p>The Objectives of the National Information Program are to:</p> <ul style="list-style-type: none"> • Increase the accessibility, quality, and consistency of information available to people with disability, families, carers and relevant supports and services. • Improve capacity of people with disability to exercise choice & control. • Enhance the ability of relevant supports and services to respond to the needs and expectations of people with disability. • Complement and not duplicate the information already provided by other funded projects.
PROGRAM DESCRIPTION	<p>The Speak My Language program – CALD and Indigenous communities talking about living well with a disability is a national initiative delivered over 2021 and 2022.</p> <p>SML involves CALD and Indigenous Australians with disabilities, and their supporters, sharing real stories and experiences, via podcast, broadcast and online. The stories will be about living well with a disability, and they will inform people about skills and resources available in the community to support people to live well. Additional interviews with guest speakers will give accurate and up-to-date information about further opportunities in the community. Together, the podcasts, broadcasts or videos will provide practical tips on utilising personal skills and talents, and community resources and networks, in order to live well with disability - at home, in the community and at work or school. Importantly, we are aiming to deliver this content in over 25 community languages, and the content will be culturally appropriate because it will be</p>

	generated from within cultural and linguistic communities, and within Indigenous communities.
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ABOUT THIS ROLE	
PURPOSE OF THE ROLE	Create interesting and useful podcasts and broadcasts, preferably in a language other than English, that use the power of storytelling to deliver information about living well with a disability. Stories will be from people with disabilities of CALD or Indigenous backgrounds. Interviews with guest speakers will give additional information about resources available in the community.
ESSENTIAL CRITERIA	<ul style="list-style-type: none"> • An inclusive attitude and respectful language relating to people with disabilities AND • Experience in radio broadcasting, on a digital, internet or traditional radio station. • Proficient, speaking and writing, in a language other than English. An adequate level of English is expected. • Good communication skills • Comfortable using on-line forms and interactive websites • Good computer skills and file management (finding files, downloading files, and uploading files) • Successful completion the training components demonstrating the following: • Understanding the influences and sensitivities of culture and attitudes to people with disabilities • Privacy, Duty of Care and Conflict of Interest • Ability to record interviews using a variety of software • Ability to represent and implement the SML Principles • Ability to represent and promote the SML Brand • Travellers must agree to a Police Check (unless they already have a current check). • Willingness to have your name, voice and/or image in the public domain (on the internet, in social media, on radio). • Access to a desktop or laptop and reliable internet access
DESIRABLE CRITERIA	<ul style="list-style-type: none"> • Lived experience of disability or some experience of a person with

	<p>disability in their life</p> <ul style="list-style-type: none"> • A current Working with Children Check will be required of any Traveller working with children during their role. SML will required documented proof. • Demonstrated ability to meet reasonable timeframes when working independently • Experience working in a remote team (i.e. not in on office)
<ul style="list-style-type: none"> • TASKS 	<ul style="list-style-type: none"> • With the support of AGENCY NAME and the SML National Team, promote the Speak My Language program in the CALD or Indigenous community you are connected with. • Encourage and support people with disabilities from CALD or Indigenous backgrounds who are wanting to share their story about living well with a disability, ensuring their rights and choices are upheld. • With the support of AGENCY NAME and the SML National Team, find bi-lingual guest speakers who have information about resources available in the community to support people with disabilities to live well. • Create interesting and useful podcasts and/or broadcasts, preferably in a language other than English. • Work with the Safeguarding Mentor (where required) to ensure SML upholds its Duty of Care and Principles. • Work with the Quality Assurance Team (sound editors and language checkers) to maintain the sound quality and adherence to SML Principles. • Engage with radio producers and presenters to negotiate broadcasting schedules • Deliver engaging, informative, and interesting radio segments that will showcase the unique stories of the storytellers and guest speakers and promote the podcasts and the SML project more broadly. • Deliver the SML messaging and Principles during discussions with Radio Broadcasters. • Prepare 'grabs' from the SML podcasts (obtaining appropriate consent) to form part of the conversation/interview. • Promote the radio content on social media. • Collect all information required and enter it into the SML Portal (website) including in a language other than English.

DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">• Uphold the Principles of the SML program and represent the SML brand positively.• Engage people with disabilities from CALD or Indigenous backgrounds in the SML program.• Ensure that SML content meets the required standards for sound and content quality.• Promote SML to CALD communities whilst upholding the SML Principles.• Contribute to AGENCY NAME upholding Duty of Care towards children and vulnerable adults, and all people who trust us with their personal and sensitive information.• Contribute to AGENCY NAME ensuring appropriate documentation and records are kept guaranteeing accountability to stakeholders.
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<p>KEY POLICY POINTS</p>	<p>COPYRIGHT</p> <p>All materials are copyright of Speak My Language (Ethnic Communities' Council of NSW). No part of the materials may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without prior permission in writing from authors. Materials you produce for SML are the property of the SML.</p> <p>BRAND AND LOGOS</p> <p>You cannot use the SML logo or the logo of the Department of Social Services without permission. Contact your Coordinator or the SML National Program Manager.</p> <p>PUBLICATIONS</p> <p>All publications must be approved by the SML National Program Manager or their delegate BEFORE being made public. This includes social media posts about SML or your role in it.</p> <p>CONFLICTS OF INTEREST</p> <p>A conflict of interest is a conflict between an employee's duties and responsibilities and including serving the interests of the SML program, and any other duty or interest, including personal.</p> <p>Conflicts can be actual, potential, or perceived. Regardless, they can affect the employee's ability to carry out their duties objectively and can undermine the integrity of the SML program and/or AGENCY NAME.</p> <p>You must report any actual, potential, or perceived conflicts of interest to your Coordinator.</p>
<p>HOURS</p>	<p>Maximum of 84 Hours over 17 weeks, with first four weeks or 26 hours devoted to training.</p>
<p>RATE OF PAY</p>	<p>SCHADDS Casual L3 pp1, else L3 ppt depending on tertiary qualifications.</p>
<p>PAY PERIODS</p>	
<p>VARIATIONS</p>	<p>Additional hours are not permitted under this agreement.</p>