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## **ACT Project Officer - NCETP**

### **POSITION TO BE FILLED ASAP**

Position available for 20 hours a week until 30 June 2022

Potential to be extended

**About us** - GetAboutAble is an Australian social enterprise that empowers people with mobility, hearing, vision, and other accessibility needs to participate in travel & leisure activities and helps the travel & leisure sector be more inclusive for people with disability. Our objective is to inspire people with accessibility needs to get out and about.

We are a fun, dynamic and fast-growing team dedicated to making it easier to find information about accessible & inclusive activities through our website [getaboutable.com](http://getaboutable.com).

**About this position** - GetAboutAble is seeking an ACT Project Officer to join our team. Your role would be to plan, execute and deliver assessments of 22 venues to rate accessibility & inclusion for students with mobility, vision, hearing and other disabilities. These assessments will support the National Capital Educational Tourism Project (NCETP) in marketing school excursions to Canberra. The work is supported by the ACT Government through a Tourism Cooperative Marketing Fund (TCMF) grant. This grant recognises the growing number of requests about accessibility from schools that have students with disability, so that they can be accommodated on excursions to Canberra. You will be required to engage with NCETP to ensure their requirements for the project are met within deadlines.

The successful applicant will be GetAboutAble's first point of contact for project activities, so it is important you possess a high level of sales & marketing, customer service, and communication skills, as well as being comfortable working in a virtual team environment. It is important that you demonstrate that you understand and operate effectively in GetAboutAble's disability-friendly start-up environment.

### **Project duties -**

1. Assist GetAboutAble in planning, executing and delivering services to NCETP including:

- a. accessibility & inclusion assessments of 22 venues in the Canberra region
  - b. evaluation and reporting of each venue's accessibility, including summary, rating and recommendations
2. Solicit contracts for marketing and other GetAboutAble services from ACT tourism businesses to participate in future campaigns and projects promoting the ACT as an accessible & inclusive tourism destination
3. Seek feedback on and improving GetAboutAble services
4. Contribute to GetAboutAble's sales strategy development
5. Work proactively and constructively in GetAboutAble's disability-friendly start-up environment

### **Skills / personal qualities -**

1. Strong understanding of disability, accessibility and inclusion issues; a lived experience with disability is highly desirable, but not essential
2. Strong sales, marketing and communication skills. Previous experience in the travel & leisure or tourism sectors is highly desirable
3. Ability to work independently and be a self-starter, while also being a positive influence and contributor to a team
4. Familiar and competent with work-from-home team technology, such as the use of Slack, emailing, Google Workspace and more.

**Working conditions and remuneration** - GetAboutAble is a fully inclusive social enterprise with people from all backgrounds strongly encouraged to apply. This position is predominantly a remote role, however, being Canberra based is a requirement as the role includes direct engagement with ACT tourism businesses, which may include face-to-face meetings.

The successful applicant can be remunerated either as a contractor with a commission on sales/new revenue or as a paid casual employee under the Clerks Private Sector Award at \$27.03 - \$34.15 per hour, depending on skills and experience.

### **How to apply**

Send your CV and a statement addressing duties and skills/personal qualities desired for the position to [contact@getaboutable.com](mailto:contact@getaboutable.com). Applications will be assessed as received.