

# PROJECT ADVISORY GROUP

## Terms of Reference

### Victoria ALIVE Project 2018-19 (Ability-Links-Inclusive-Volunteering-Everyday)

October 2018

## 1. Overview

### Background

The Victoria ALIVE project aims to increase the involvement of people with a disability in the Victorian community sector through volunteering over the course of 2018 and 2019.

In partnership with Volunteering Victoria, Neighbourhood Houses Victoria and the Victorian Men's Sheds Association, and with the support of the Victorian Government, the project will develop materials and training to build the capacity of community sector and volunteering organisations to more actively involve and engage with people with disabilities.

The Victoria ALIVE project is an activity of the 2018-19 Information Linkages and Capacity Building (ILC) Transition Grant Stream, within the community awareness and capacity building activity area.

### Project Activities

Through the Victoria ALIVE project we will:

- Undertake research to better understand barriers that can hold people with disability back from volunteering, and also to learn how organisations can be more inclusive and involving.
- Provide training opportunities for community sector organisations, particularly Neighbourhood Houses and Men's Sheds, so that volunteers and staff are empowered to be more inclusive.
- Work with community sector organisations to tailor resources that help involve volunteers and leaders with a disability.
- Promote the benefits of volunteering for people with disability by highlighting the best examples of inclusive volunteering.

Resources and materials for organisations will be developed in conjunction with the delivery partners of the project (Volunteering Victoria, Neighbourhood Houses and Men's Sheds) tailored to their specific issues and volunteer demographics. The resources may include tools such as accessibility checklists, 'how to' guides for active inclusion of people with disabilities. These resources and materials, including some generic materials will be 'launched' for use by volunteer-involving organisations.

As part of the development of tools and resources, the project will explore innovative initiatives (such as micro-credentials for staff and volunteers) based on research findings and a co-design process with the community sector.

A social media campaign, including a hashtag, key messaging, and stories of success, will be created to promote the benefits of volunteering by highlighting the best examples of inclusive volunteering.

## **Purpose**

The aim of the Project Advisory Group is to advise the Project Governance Group and the delivery partners of the project (Volunteering Victoria, Neighbourhood Houses Victoria, Victorian Men's Shed Association). Through this work a key aim is to develop the community sector and empower people with disability through volunteering and leadership.

## **Objectives**

The Project Advisory Group will:

- Provide a range of insights, perspectives and advice on how organisations can become more inclusive for people with disability.
- Identify issues and barriers volunteers with a disability face.
- Identify values, attitudes and behaviours that are important to people with lived experience with disability.
- Provide strategic advice and guidance on the implementation of the project.
- Give feedback on research findings, and the development of resources, videos and social media content.

# **2. Membership**

## **Project Advisory Group Members**

The Project Advisory Group membership will consist of eight (8) people.

The group will include a range of perspectives of people who have lived experience with disability. Project Advisory Group member experience will include people with a direct personal experience of disability, and also will include carers and/or family members of a person with disability.

The group will include perspectives of people from rural and regional Victoria.

It is preferable that some members of the group have volunteering or work experience with either:

- Neighbourhood Houses,
- Men's Sheds, or
- Another volunteer organisation.

## **Terms of Membership**

Members will be appointed as individuals for the duration of the project.

The project is expected to take nine-twelve (9-12) months.

If a member is unable to continue participating they will inform the secretariat.

## Meetings of the Project Advisory Group

The Project Advisory Group will meet approximately every two (2) months, based on the delivery needs of the project.

Meetings will be held at an accessible location close to the Melbourne Central Business District.

Teleconferencing options will be explored for members from rural and regional Victorian who want to participate. Other reasonable adjustments will be made for group members with a disability to provide feedback in person.

Meetings will be held during business hours, unless alternative arrangements are requested and the group can be accommodated. Where a Project Advisory Group member is unable to attend a meeting but still want make a contribution, the secretariat will make arrangements with that member.

Light refreshments will be provided.

The Chair of the Project Advisory Group, with the support of all members, will:

- coordinate meetings, agenda and minutes
- facilitate a collaborative meeting format
- encourage the active engagement of all members
- support Project Advisory Group members to fully engage in the issues on the table by providing information and research findings in a timely and accessible manner.

## Support for Project Advisory Group members

Secretariat Support will be provided by Volunteering Victoria.

Papers, including accessible materials in a specific format will be provided (if required) by the Secretariat.

The Secretariat will provide interpreters, carers, cab vouchers, car parking vouchers and any other requirements (as advised) to support members to attend and participate in meetings.

### Reimbursement of expenses:

Individual members of the Project Advisory Group will be reimbursed for transport related costs they have incurred in participating in meetings and related activities.

If a member of the group requires further support arrangements, that member should discuss their circumstances with the Secretariat.

## 3. Protocols

### Confidential and sensitive information

The documents presented to the Project Advisory Group will often be in draft format and not ready for wider community distribution.

Draft documents cannot be referred to or used in any grant applications, presentations or in the private or working roles of members.

If members of the group learn of private information, particularly of someone in a vulnerable position, the group is expected to show sensitivity and discretion.

### Volunteering Victoria

Secretariat support for the meeting will be provided by Volunteering Victoria.

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