Victoria Alive Project Advisory Group   
Terms of Reference

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

## December 2018

# 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 2019.

In partnership with Volunteering Victoria and Neighbourhood Houses Victoria, 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 how organisations can be more inclusive and involving.
* Provide training opportunities for community sector organisations, including Neighbourhood Houses, so that volunteers and staff can 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 and Neighbourhood Houses) and tailored to their specific issues. The resources may include tools such as accessibility checklists, and ‘how to’ guides for active inclusion of people with disabilities. These resources and materials, including some generic materials will also be distributed for use by other volunteer-involving organisations.

In developing these tools and resources, the project will explore innovative ideas based on research findings and a co-design process with the community sector and people living with disabilities.

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

## Purpose

The Project Advisory Group will advise the Project Governance Group and the project partners (Volunteering Victoria, Neighbourhood Houses Victoria and Department of Health and Human Services).

## 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 people with disabilities face when volunteering
* Identify values, attitudes and behaviours that are important to people with lived experience with disability.
* Provide advice and guidance on the implementation of the project.
* Give feedback on research findings, and the development of resources, videos and social media content.

The convenor of the Project Advisory Group will provide updates on the status and activities of the project at each meeting. The convenor will also report back to the group on the outcomes of the group’s advice and its application to the project activities.

# Membership

## Project Advisory Group Members

The Project Advisory Group membership will consist of at least eight (8) people with a range of perspectives of people who have lived experience with disability. Group member experience will include people with a direct personal experience of disability and may also 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 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 convenor.

## Meetings of the Project Advisory Group

The advisory group will meet approximately once every four to six (4-6) weeks. Participation in these meetings is flexible. If members are not able to attend a meeting, they are welcome to provide feedback on proposed ideas or materials via phone or email.

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

Teleconferencing options can be arranged for members from rural and regional Victoria or for those who cannot attend in person.

Meetings will be held during business hours, unless alternative arrangements are requested, and the group can be accommodated.

Light refreshments will be provided.

The convenor of the Advisory Group, with the support of the project team, will:

* coordinate meetings, agenda and minutes
* facilitate a collaborative meeting format
* encourage the active engagement of all members
* support 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

Meetings will be convened by a project staff member from Volunteering Victoria.

Papers will be provided (if required) by the convenor. These documents will also be provided in an accessible format.

The convenor will make reasonable adjustments and ensure meetings and content are accessible.

Transport costs will be covered for example reimbursements for public transport or car parking vouchers, to support members to attend and participate in meetings.

If a member of the group has other access or support requirements, they are welcomed to discuss their circumstances with the convenor.

# Protocols

## Confidential and sensitive information

The documents presented to the governance 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 disclose private information or details of their lived experience, it is expected that the group show sensitivity and discretion and this information be treated confidentially.

**Volunteering Victoria**

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

Please contact:

[Name, title and contact details]