

Position Description: Speakers Agency Speaker

Purpose of role

The Speakers Agency Speaker exists to deliver the I CAN message to various schools, businesses, governmental and community organisations, driving a rethink of Autism from 'I Can't' to 'I CAN'. As a speaker on behalf of the I CAN Network, you will deliver either a motivational, educational or professional development presentation or workshop.

Role inclusions	Role exclusions
This role will involve speaking on behalf of the I CAN Network to schools, businesses, governmental and community organisations that have engaged our speakers and professional development services. The content of your speaking engagement needs to reflect not only the I CAN philosophy and values but needs to ensure it aligns with the expectations of the engaging organisation. Once you are assigned a speaking engagement it is pertinent that sufficient time is allocated to presentation preparation and ensuring that you are able to meet the logistical demands on the delivery of the speaking engagement.	It is important that the message and content of your delivery is free from controversial topics surrounding autism, political ideology, religious beliefs or represents your own personal agenda that does not align with the I CAN philosophy and values.

What does success look like?

In 2017 success would look like the following: As a I CAN Speaker you are given the privilege and responsibility to engage a wide audience about how the I CAN Network is driving a rethink on Autism. On an individual level, you will gain invaluable experience and confidence in public speaking, liaising with a variety of stakeholders and continuous improvement of time management and individual leadership. From the I CAN Network perspective, we measure success through continuous relationships, speaking engagement evaluations and feedback.

Position of Speakers Agency Speaker:

The Speaker will be supported by the Speaker's Agency Manager of whom will delegate and assign speaking requests. It needs to be noted that schools, businesses, governmental and community organisations may specifically request a particular speaker based on the information profile on the Speaker's Agency and Professional Development webpage. The Speaker's Agency Manager will always consult with a requested speaker before acceptance and will be responsible for all logistical arrangements prior to the delivery of the presentation. Your role before the delivery of the speaking engagement is to ensure that you have sufficiently prepared for delivery. After each delivery, an evaluation form will be provided to the requesting consumer to ensure that we are continuously improving and providing a high level quality service. Upon completion of delivery, an invoice will be prepared and you will be remunerated accordingly once payment has been received.

What will YOU get out of this?

- A whole lot of fun!
- Meeting great people and making new friends!
- Enhancing your professional skills and networks
- Growing your self-confidence
- Sense of making a difference
- Networking with community organisations
- Insight into talents of Autism
- Making an impact on a small, ambitious organisation

Key position information		Date updated: 14/05/2017	
Title: Speakers Agency Speaker	Position reports to: Speakers Agency Manager	No of direct reports 0	No. of indirect reports 1
Primary purpose of position	Interests	Capabilities	
This role will involve speaking on behalf of the I CAN Network to schools, businesses, governmental and community organisations that have engaged our speakers and professional development services. The content of your speaking engagement needs to reflect not only the I CAN philosophy and values but needs to ensure it aligns with the expectations of the engaging organisation. Once you are assigned a speaking engagement it is pertinent that sufficient time is allocated to presentation preparation and ensuring that you are able to meet the logistical demands on the delivery of the speaking engagement.	<ul style="list-style-type: none"> ● Passion for youth ● Passion for people on Autism Spectrum and their talents ● Belief in ideas of I CAN Network 	<ul style="list-style-type: none"> ● Public speaking ● Teamwork and communication ● Time management ● Professionalism 	
Responsibilities	Tasks		
Continuous growth and professionalism	<ul style="list-style-type: none"> ● Effective and efficient open communication with the Speaker's Agency Manager. ● To ensure sufficient time is delegated to presentation preparation and seeking assistance when needed. ● Upon request, you may be asked to have a conversation with the requesting organisation prior to delivery and this should be conducted with professionalism. ● You may be asked to present at whole team workshops to receive feedback in a supportive and positive environment. 		
	<ul style="list-style-type: none"> ● Professional development of message/narrative/presentation 		

Content Management	<ul style="list-style-type: none"> ● Inclusion of relevant I CAN Network programs to the audience ● Content standardisation/ meeting quality aims (quality assurance driven) ● Feedback analysis for program development/ improvement ● The I CAN Network values and messages are always at the forefront ● Adherence to I CAN Network's language and communication guide
Leading by example in the I CAN Team	<ul style="list-style-type: none"> ● Serve as a public ambassador for the I CAN Network and its initiatives ● Work with digital team to ensure that your profile is always up to date ● Supporting an 'agile' way of working across the I CAN Team ● Upholding all values of I CAN Network – we are positive, we enable, we are open, we are gutsy, we build networks, we value integrity
Connecting with young people on the Autism Spectrum	<ul style="list-style-type: none"> ● Leverage the strengths of young people and team members on the spectrum

We enable

We are committed to actively accommodating individual needs, embracing diversity and difference, and removing barriers to encourage participation.

An enabling person is someone who...

- Works with each person to identify their individual needs
- Supports others in their endeavours & attempts to improve themselves
- Uses knowledge of individual needs & strengths to facilitate learning, communication, & participation
- Constantly looks for solutions
- Uses individual strengths to 'set people up for success'
- Is open to discovering someone's potential

An enabling person is someone who does not...

- Insist on a particular communication style
- Give up on people
- Label people with limits
- Expect people to conform

We are open

We listen and learn from each other. We are flexible and adapt to different circumstances.

An open person is someone who...

- Welcomes criticism and feedback
- Listens to other's ideas
- Encourages creativity
- Respects differences of opinion, even if they don't agree
- Encourages everyone to contribute
- Is willing to consider new ways of doing things
- Adapts to unforeseen circumstances

An open person is someone who does not...

- Shoot down ideas
- Insist on one way
- Throw in the towel/give up

We are gutsy

We are courageous and push ourselves to grow. We are wholeheartedly invested in everything that we do.

A gutsy person is someone who...

- Pushes themselves & others to grow, but not to breaking point
- Is willing to step out of their comfort zone & try new things
- Takes on big challenges
- Passionately advocates for an understanding or belief
- Is passionate about their work
- Supports others in their vulnerability/when they are vulnerable (taking on new challenges/risks)

A gutsy person is someone who does not...

- Force people to do something they are not comfortable with
- Force people to push themselves to breaking point/exhaustion/meltdown/burn-out
- Try to take on too much, particularly when the work can be delegated
- Ignore the value of compromise

We are positive: We focus on strengths.

A positive person is someone who...

- Creates a positive environment
- Celebrates achievements/milestones
- Is solution-focused/sees problems as challenges to be overcome
- Uses positive language

A positive person is someone who does not...

- Use deficit language
- Focus on problems (not problem-focused)
- Put people down

We value integrity: We are honest, transparent, and trustworthy

A person with integrity is someone who...

- Is responsible
- Adheres to required regulations (inc. company values)
- Meets commitments
- Admits their mistakes
- Encourages others to be open and honest
- Acknowledges the limits of their expertise
- Maintains I CAN Network's reputation

A person with integrity is someone who does not...

- Withhold important information
- Act inappropriately
- Avoid responsibility

We build networks: We work at a grassroots level to build effective and supportive local communities.

A person who builds networks is someone who...

- Encourages individual and group autonomy
- Fosters a sense of group identity and belonging
- Supports and provides encouragement to one another
- Seeks to build connections (encourages friendships)
- Works as part of a team
- Seeks support and help when needed
- Maintains good communication between working groups
- Collaborates

A person who builds networks is someone who does not...

- Try to do everything themselves

- Create division/s

How to apply:

Please send a cover letter and current resume to opportunities@icannetwork.com.au with the subject line ATTN: Stacey

You will also be required to submit a video no longer than 3 minutes answering, "Why a rethink on Autism is needed." This can be filmed on your mobile device or computer, it does not need be professional.