

TERMS OF REFERENCE FOR GLOBAL DISABILITY LEADERSHIP ACADEMY FACILITATORS

Contract: Ad hoc consultancy contracts, see below for more details.

Timeline: Workshops will be held between June to October each year. Timescales for each contract will be agreed with successful applicants but will be in the region of 9-12 hours.

Location: This is a global role open to applicants based anywhere

Fees: USD 50 per hour worked. Hours required will be agreed on as needed, see below for more details.

As an organisation that works with disability justice activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any reasonable accommodations that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make accommodations throughout your interactions with ADD.

Introduction

ADD International is an organization that supports and funds disability justice activists and movements. We bring disabled people together to find solutions to their challenges and help them access the resources and opportunities they need.

ADD International envisions a world where ableism no longer exists and disabled people experience full rights and justice. Our mission is to resource disability justice activists and organisations, promote lived-experience leadership, and influence fairness in funding so that disability justice movements thrive.

ADD International is a participatory grant maker which means moving resources directly to disability justice activists and sharing decision-making power about how funds are distributed and used.

What is the Leadership Academy?

Youth with disabilities often face discrimination that limits their access to education and leadership opportunities. These challenges hinder their capacity to lead organizations effectively and create seamless leadership transitions. Despite the high demand for leadership programs focused on disability justice, very few exist

globally. This program aims to empower young people and women with disabilities to become leaders by providing mentorship, skills development, and tools to enact change locally and globally.

Objectives of the Disability Leadership Academy

1. Equip disability justice activists with leadership skills to strengthen the disability justice movement.
2. Build a community of Disability Justice leaders to promote activism and develop innovative ideas.

Need for the Facilitators

As part of our strategic framework for 2024-2034, we have established the Global Disability Leadership Academy (GDLA), with the first cohort consisting of 15 Fellows from different countries. We contracted a Team of Disability Experts who have supported us in developing the GDLA experiential training curriculum.

We are now looking for facilitators to help deliver the curriculum, both virtually and in person.

We are looking for facilitators who have gained knowledge and experience in the following areas; self-awareness, emotional intelligence and 21st Century skills, effective leadership, ethical leadership, organizational governance, resource mobilization, understanding disabilities, gender equality and social inclusion for development, Disability Intersectionality, impact of Ableism on Persons with Disabilities, accessibility and inclusion, international legal instruments promoting Disability Rights, advocacy for policy change, progressive communication and safeguarding in Disability Inclusion.

Facilitation Methodology

Global Disability Leadership Academy aspires to recruit facilitators who have the practical skills to engage with Fellows during the sessions through simulation, songs and dance, role plays, brainstorming, case studies, videos, question and answer , lectures, small group discussions, and the ability to utilize online participatory learning approaches.

Key Roles of the Facilitator

- Facilitate the roll out of the session assigned
- Guide the discussion to keep it focused and productive according to the session outline in the curriculum.
- Creating a safe and inclusive learning session, allowing for an environment where Fellows are active participants.
- Utilize the sessions to encourage Fellows to think critically and reflect on their leadership experiences.
- Share relevant resources such as articles, books, YouTube links, websites, etc., to enhance the fellows' learning.
- Be able to make clear explanations of issues at hand and illustrations used in the learning process. Give relevant examples when introducing exercises and tools to be used for individual and group tasks/assignment.
- Prepare and submit an end of the session report to the Disability Rights Leadership Manager.

Responsibility of the Facilitator to ADD International

- Be available for 9 to 12 hours each month to complete the topic. At this stage we are looking for expressions of interest to build a cohort of facilitators who can be called on to facilitate sessions as needed by the Global Disability leadership academy. Following applications we will conduct interviews and successful applicants will be added to our database. You would then be called on as needed and a specific consultancy contract prepared. Timescales for each contract will vary but will be in the region of 9-12 hours.
- Be willing to facilitate the session either virtually or in person
- Attend a one-hour session on safeguarding.
- Support in assessing the learning outcomes of the Fellows.
- Be willing to attend in-person sessions organized by ADD International on Disability Leadership Academy when invited.
- Sign the ADD International safeguarding code of conduct.

Safeguarding level.

We are committed to ensuring we are a safe organisation that does no harm to people we work with. As we transition from project-based work to grant-making we recognise the power dynamics this creates that can make grant-seekers vulnerable to abuse and are putting in place robust systems to minimise risk to any communities we work with.

Our processes ensure all posts are graded, based on interaction with communities, persons or organisations of persons with disabilities. This post is a **Level 2 post**. See outline of all levels below:

- Level 1 - office based, no real direct access to communities, persons or organisations of persons with disabilities, and never alone.
- Level 2 - a travelling role, possible access to communities, persons or organisations of persons with disabilities but unlikely to be alone.
- Level 3 - regular access to communities, persons or organisations of persons with disabilities, including on their own, or lead responsibility for safeguarding within office/location.

All level 3 posts will be required to undertake regular police checks (or equivalent depending on location).

Essential Qualifications

ADD International is looking for Facilitators who possess specific qualifications and skills to effectively support Fellows with disabilities.

- Knowledge of disability inclusion and activism
- Leadership experience
- Prior experience in facilitation
- Ability to communicate effectively and empathetically with individuals with diverse disabilities
- Willingness to listen, understand, and adapt to the needs of fellows
- Ability to use online platforms, such as Teams or Zoom

How to apply

To apply for the Facilitator role, please send the following documents:

- Your **CV** (max 3 pages)
- Your **answers to the below questions**
- Completed [equal opportunities form](#)
- The names, contact numbers and addresses of **2 referees** (please state if you are not happy for them to be contacted at this stage)

Please **send your answers to the following questions** in no more than 1,000 words or in an audio or video recording of no more than 6 minutes.

1. Can you describe your experience in facilitating groups, workshops, or meetings? What specific skills or techniques do you use to engage participants and achieve desired outcomes?
2. How do you ensure that all participants feel included and valued in a facilitation setting?
3. What experience do you have working with diverse groups, and how do you adapt your facilitation style to meet the needs of different audiences?
4. Why are you interested in being considered for this Facilitator Role?

Please send your application to recruitment@add.org.uk by the closing date below.

If you need an accessible format, please contact recruitment@add.org.uk and specify which format you require.

Application deadline: 22 October 2025 9:00am UK time

Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.

Equal opportunities.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. We also prioritise applications from disabled people, this means that we first only review applications from those who identify as disabled. Only if we are unable to recruit from this group will we review other applications.

For more information on this please see our [Equal Opportunities Policy](#).

Safeguarding.

The nature of ADD's work as participatory grant-maker for disability justice means that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. As we transition from project-based work to grant-making we recognise the power dynamics this creates that can make grant-seekers vulnerable to abuse.

ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through

our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the [safeguarding pages](#) on our website.

Data protection.

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our [‘Job Applicant Privacy Notice’](#).

Due to the nature of our roles, interacting with staff in our different countries, staff from our overseas offices are often involved in the recruitment process. This requires us to send applications (and therefore personal data) outside of the EU. By applying for this role, you are indicating your permission for ADD to send your personal data outside the EU.