

POSITION DESCRIPTION: Project Officer – Western Australia

ABOUT THE ORGANISATION:

Rare Voices Australia (RVA) is Australia's national non-profit peak body, representing people who live with a rare disease. RVA is dedicated to working with all key stakeholders to drive the best outcomes for Australians living with a rare disease.

- We provide a strong unified voice to advocate for rare disease policy reform, as this is essential to improving the lives of the estimated two million Australians living with a rare disease.
- We progress the collaborative implementation of the National Strategic Action Plan for Rare Diseases (the Action Plan). RVA led the collaborative development of the Action Plan, which was launched in February 2020 by the Australian Government with strong bipartisan support. Developed 'by the rare disease sector, for the rare disease sector,' the Action Plan is the first nationally coordinated effort to address rare diseases in Australia.
- We provide leadership and advocacy, raise awareness of issues and influence policy by engaging with all key stakeholders in the rare disease sector and facilitating collaboration.
- Our collaborative approach to working with our RVA Partners and stakeholders ensures our actions are well considered and well targeted, sustainable and geared towards achieving a high collective impact.
- Our national team is small, collaborative and strategic. We are innovative thinkers who are nimble and proactive. We are comfortable working remotely as our team members are located across Australia. We all pitch in when needed, and act with the highest level of integrity and respect for our RVA Partners and stakeholders. We thrive on achieving progress on the big issues for people living with a rare disease.

Position Title	Project Officer – Western Australia
Salary	\$80K per annum FTE, based on a 38-hour week, pro rata, plus super
Benefits	Not for Profit Salary Packaging Benefits which reduces your taxable income
Work location	Flexible. Current staff work from home offices. The successful applicant may be based in or near Perth or major regional centre.
Hours	Part time position 15 hours/week – we are willing to negotiate hours with the right applicant. Flexible office hours, with occasional overtime work required. Some interstate travel will be required.
Length of the role	12-month fixed term contract with the potential for renewal.

RESPONSIBILITIES

- Play a role in facilitating the collaborative implementation of the Action Plan in Western Australia (WA) and nationally.
- Contribute to RVA's community and stakeholder engagement in WA. Key stakeholders include people living with a rare disease, advocates, key peak bodies, clinicians, researchers, governments and industry.
- Contribute to identifying unmet needs of Australians living with a rare disease and priority setting in WA.
- Help to develop and facilitate a range of education sessions and resources customised for WA and contribute to RVA's national Education Program.

- Group facilitation.
- Engage with RVA's international partners, which includes participating in and contributing to meetings that take place overseas online.
- Actively contribute to the planning of RVA's National Rare Disease Summit that brings together all key stakeholders in the rare disease space.
- Work with RVA staff to contribute to the full range of RVA's work which includes advocacy and policy, education, research, communications and RVA events (e.g. the Summit and Parliamentary Events).
- Contribute to a positive and effective team focused on the best outcomes for Australians living with a rare disease. This includes participating in weekly team meetings.

KEY SELECTION CRITERIA

- Proven experience in a similar role.
- Appropriate qualifications suited to this role and experience working in the non-profit sector.
- Commitment to improving the lives of Australians living with a rare disease.
- Understanding of the rare disease and/or health sector.
- Exceptional communication and people skills. Strong skills and experience in workshop facilitation and public speaking. Ability to communicate with diverse audiences across all mediums.
- Collaborative and inclusive approach to working with others. Ability to engage effectively in teamwork.
- Relationship-building and engagement skills and experience with a diverse range of stakeholders such as people living with a rare disease, advocates, clinicians, researchers, government, key peak bodies and industry.
- Organised, detailed and able to manage priorities to deliver outcomes. The ability to multi-task and work to timelines.
- Demonstrated ability to work effectively remotely and with appropriate levels of autonomy, transparency and accountability.
- Fits the culture and values of the organisation: respect and care for others, supporting people to succeed, recognising and valuing different strengths and capabilities of team members, collaboration and co-operation, and a person-centred approach in decision making.

DESIRABLE CRITERIA

1. Experience in mental health.
2. Experience in education.
3. Experience in policy and/or research.

OTHER RELEVANT INFORMATION:

- The appointee will be subject to a probation period of three months.
- The position may be subject to a National Police Records Check.
- Applications must be an Australian Citizen, permanent resident or hold a valid work permit or visa.
- RVA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds.

For details concerning this role, please contact:

Chief Executive Officer: Nicole Millis

Phone: 0459 021 204

Email: nicole.millis@rarevoices.org.au

APPLY FOR THIS JOB

Forward your application addressing the Selection Criteria, as well as a copy of your CV to Nicole Millis by **18th July 2021**.