

**POSITION DESCRIPTION:** Project Officer – Mental Health and Wellbeing – Maternity Leave position

**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.
- RVA is a member of the consortia led by the UNSW that has been awarded federal government funding for the Rare Awareness, Education, Support and Training (RAReST) project. The project will develop and deliver rare disease awareness resources, education, support, and training with a focus on mental health, and social and emotional wellbeing. Support services will also be developed for priority populations outlined in the Action Plan including Aboriginal and Torres Strait Islander people; people living in regional, rural and remote areas; people from culturally and linguistically diverse (CALD) backgrounds; and people experiencing socio-economic disadvantage.

Position Title	Project Officer – Mental Health and Wellbeing
Salary	\$80,000 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 a city or major regional centre.
Hours	Part time position 24 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 Maternity Leave position

## RESPONSIBILITIES

Collaboratively research, design and deliver customised and evidence-based mental health and wellbeing information resources to the rare disease community in partnership with mental health and wellbeing providers.

- Collaboratively research, design and deliver customised and evidence-based resources to health professionals providing mental health support to Australians living with a rare disease.
- Participate in the evaluation of mental health and wellbeing programs and resources designed to improve mental health outcomes for Australian's living with a rare disease.
- Help to develop and facilitate a range of education sessions and resources for the RArEST project and contribute to RVA's national Education Program.
- Contribute to RVA's community and stakeholder engagement. 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.
- 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.
- Play a role in facilitating the collaborative implementation of the Action Plan.

## KEY SELECTION CRITERIA

- Experience working in mental health and wellbeing sector
- An understanding and sensitivity to the diverse health and mental health challenges faced by Australians living with a rare disease.
- Project co-ordination experience.
- 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 education.
2. Experience in policy and/or research.

**OTHER RELEVANT INFORMATION:**

- The appointee will be subject to a probation period of six 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](mailto: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 **17 May 2022**.