

**POSITION DESCRIPTION:** Communications and Administrative Officer

**ABOUT THE ORGANISATION:**

Rare Voices Australia (RVA) is the national non-profit peak body, representing Australians who live with a rare disease. RVA is dedicated to working with all stakeholders to drive the best outcomes for Australians living with a rare disease. In 2022, RVA is celebrating 10 years of rare disease advocacy that influences policy and transforms lives.

- 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 and oversee 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 stakeholders in the rare disease sector and facilitating collaboration.
- Our collaborative approach to working with our RVA Partners (rare disease groups) 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. We thrive on achieving progress on the big issues for people living with a rare disease.

<b>Position Title</b>	Communications and Administrative Officer
<b>Salary</b>	\$70k per annum FTE, based on a 38-hour week, pro rata, plus super
<b>Benefits</b>	Not for Profit Salary Packaging Benefits which reduces your taxable income
<b>Work Location</b>	Flexible. Current staff work from home offices. The successful applicant may be based in or near any Australian capital city or major regional centre.
<b>Hours</b>	Part-time position 32 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.

**RESPONSIBILITIES**

RVA is looking to recruit a communications and administrative all-rounder to complete a wide range of tasks. Responsibilities are listed below.

**Support RVA’s Communications Manager across a range of tasks, including assisting with:**

- Managing content updates on RVA’s websites and helping with dedicated email sends.
- Content development and dissemination across RVA’s social media channels (Facebook, Instagram, Twitter, LinkedIn, YouTube and in the closed Facebook group for RVA Partner group leaders). This includes creating and designing a social media schedule, content and monitoring platforms.
- Creating content as needed to drive maximum engagement.

- Coordinating RVA's monthly e-Newsletter to all stakeholders. This includes developing content, updating the e-Newsletter and collaborating with others.
- Public relations (PR) activities.
- Managing RVA's (as the national alliance) participation in Rare Disease Day (RDD) annually. This may include overseeing illumination planning, content development and posting updates to the RDD Australia website and Facebook page.
- Content creation and updates for the Rare Awareness Rare Education (RARE) Portal, a living website of rare diseases information that is launching soon.
- Overseeing RVA's 10-Year Ambassador Program.
- Other related tasks as required.

**Support RVA's Administrative Manager with general administrative duties, including:**

- Providing administrative support for a range of RVA projects.
- Managing RVA's partnership database, including adding new members to our communications mailing list, answering membership enquiries and liaising with stakeholders.
- Processing invoices and approvals using Xero, ensuring accuracy and timeliness.
- Monthly reconciliation of bank account.
- Providing support for event and meeting coordination.
- Assisting with the coordination of pharmaceutical company sponsorship.
- Other related tasks as required.

**Other duties**

- Actively participating in the planning and facilitation of the 2022 National Rare Disease Summit which engages all stakeholders (rare disease organisations/groups, researchers, clinicians, key peak bodies, industry and government).
- Participating in the planning and facilitation of all other RVA events (e.g. RVA Parliamentary Events, webinars etc).
- Contributing to a positive and effective team focussed on improving the lives of Australians living with a rare disease.

**KEY SELECTION CRITERIA**

- Commitment to improving the lives of Australians living with a rare disease.
- Proven experience in a similar role.
- Appropriate qualifications suited to this role (communications, administration, PR, marketing).
- Strong communication and interpersonal skills.
- Experience using a CRM system and Xero.
- Experience using social media for professional purposes.
- A collaborative and inclusive approach to working with others. Ability to engage effectively in strengths-based teamwork. All RVA staff work collaboratively on all key projects.
- Relationship-building and engagement skills and experience liaising with a diverse range of stakeholders such as advocates, clinicians, researchers, government and the pharmaceutical industry.
- Organised, details focused and able to manage priorities to deliver outcomes.
- The ability to multitask and work to timelines.
- Demonstrated ability to work effectively remotely and with appropriate levels of autonomy, transparency and accountability.

- Aligns with 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 cooperation and a person-centred approach in decision making.

#### **DESIRABLE CRITERIA**

- Experience using Canva for design.
- Video editing skills.
- Experience working in the rare disease sector.
- Experience working in the non-profit sector.

#### **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.
- Applicants 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:** [admin@rarevoices.org.au](mailto:admin@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 **11 July 2022, 5.00pm AEST**.