

POSITION DESCRIPTION: Communications and Engagement Officer

ABOUT THE ORGANISATION:

Rare Voices Australia (RVA) is the national non-profit peak body, representing Australians living with a rare disease. RVA is dedicated to working with all 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 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.

Position Title	Communications and Engagement Officer
Salary	\$72k 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 any Australian capital 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 is required.

RESPONSIBILITIES

RVA is looking to recruit a Communications and Engagement Officer. Responsibilities are listed below.

Support RVA’s Communications Manager and other staff across a range of tasks, including contributing to and assisting with:

- 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 closed Facebook group for RVA Partner group leaders).
- Additional content development as needed to drive maximum engagement.
- RVA’s ongoing Ambassador Program.
- RVA’s monthly e-Newsletter to all stakeholders.

- Public relations (PR) activities.
- RVA's (as the national alliance) participation in Rare Disease Day (RDD) annually.
- RVA's partnership database, including engaging with current and new members, answering membership enquiries and liaising with stakeholders.
- Engaging with stakeholders as needed.
- Event and meeting coordination.
- Other related tasks as required.

Other duties

- Actively participate in the planning and facilitation of RVA events, including the biennial National Rare Disease Summit which engages all stakeholders (rare disease organisations/groups, researchers, clinicians, key peak bodies, industry and government).
- 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.
- Appropriate qualifications suited to this role (communications, PR, marketing).
- Proven experience in a similar role.
- Demonstrated strong written communication and interpersonal skills.
- The ability to learn and adopt RVA's communication style and approach.
- 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 focussed and able to manage priorities to deliver outcomes to meet 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 with Google AdWords.
- Experience working in the rare disease sector.
- Experience working in the non-profit sector.
- Experience using a CRM.

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:

Communications Manager: Sarah Cannata
Phone: 0472 501 237
Email: communications@rarevoices.org.au

APPLY FOR THIS JOB

Forward your application addressing the Key Selection Criteria, as well as a copy of your CV, to Sarah Cannata by **Monday 3rd April 2023, 5.00pm AEDT.**