

POSITION DESCRIPTION: Web Developer

ABOUT THE ORGANISATION:

Rare Voices Australia (RVA) is the national non-profit peak body, representing Australians living with a rare disease. We are dedicated to working with key stakeholders to drive the best outcomes for Australians living with a rare disease. RVA’s work is non-disease specific and is based on the commonalities of rare disease. Our advocacy focuses on rare disease policy, processes and systems.

- 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 Australian Government’s [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 key stakeholders in the rare disease sector and facilitating collaboration.
- Our collaborative approach to working with our 100+ RVA Partners (rare disease groups/organisations) and other stakeholders ensures our actions are well considered and well targeted, sustainable and geared towards achieving a high collective impact.
- Our national team is 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	Web Developer
Salary	\$77k 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 16 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.

RVA is seeking a talented web developer with experience in user interface (UI)/user experience (UX) design to join our team. As a web developer, you will help to shape, grow and maximise RVA’s evolving online presence. You’ll be required to assist with designing, coding and modifying our existing websites, while ensuring a user-friendly and accessible online experience. Reporting to the Communications Manager, the successful candidate will collaborate with RVA’s team and third-party suppliers where necessary.

RESPONSIBILITIES

- Modifying RVA's existing websites (built on WordPress) to maximise user experience using HTML, CSS, JavaScript and other relevant web technologies.
- Implement responsive web design principles to ensure optimal performance across various devices and screen sizes.
- Collaborate with RVA's team and third-party suppliers.
- Write clean, efficient, and maintainable code while adhering to industry best practices and coding standards.
- Optimise website performance by conducting regular testing, debugging, troubleshooting, updating plug-ins and enhancing user navigation across existing sites.
- Contribute to the continuous improvement of RVA development practices based on technical knowledge. Assist in the planning and estimation of new projects, providing technical expertise and recommendations.

Other duties

- Assist with ad hoc IT-related tasks such as co-hosting online education events on Zoom.
- Actively participate in the planning and provide technical support for RVA events, including the biennial National Rare Disease Summit which engages all stakeholders (rare disease groups/organisations, researchers, clinicians, key peak bodies, industry and government).
- Contribute to a positive and effective team focused on improving the lives of Australians living with a rare disease.
- Other tasks as required.

KEY SELECTION CRITERIA

1. Bachelor's degree in computer science, web development, or a related field (or equivalent experience).
2. Proven experience as a web developer or in a similar role.
3. Strong problem-solving skills and attention to detail.
4. Ability to work effectively in a collaborative team environment and manage multiple projects simultaneously.
5. Excellent communication skills and ability to articulate technical concepts in a non-technical manner.
6. Experience working with WordPress or similar Content Management Systems.
7. Proficiency in HTML, CSS, JavaScript and other front-end technologies.
8. Familiarity with back-end development languages and frameworks such as PHP, Python, Ruby on Rails, or Node.js.
9. Solid understanding of responsive web design principles and mobile-first development.
10. Knowledge of and experience with practical application of accessibility standards.



11. Knowledge of Google Analytics and Google AdWords.
12. Understanding of UX/UI principles and best practices.
13. Knowledge of website security best practices and techniques.

DESIREABLE CRITERIA

1. Experience working in the non-profit sector.
2. Knowledge of Search Engine Optimisation (SEO) principles and best practices to ensure search engine visibility.
3. Experience leveraging 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:

Name: 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 communications@rarevoices.org.au by **5pm (AEST) Sunday 1 October**.