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| Information Resource Development Manager |

**December 2021**

**Who are we**

MND Australia is the national voice for people living with motor neurone disease. MND Australia strives to improve the lives of everyone impacted by MND through advancing research, advocacy and high-quality care together with the State MND Associations and the broader MND community.

**Our Vision**

A world free of MND

**Our Mission**

To improve the lives of everyone impacted by MND through advancing research, advocacy and high quality care

**About the opportunity**

The position is a parental leave backfill for three days a week (0.6 FTE) until 30 June 2022.

The position reports to the Chief Executive Officer and works collaboratively with the MND Australia team and a range of stakeholders and partners nationally and internationally.

The position is responsible for supporting the development and implementation of MND Australia’s objectives and priorities including:

* to strengthen MND Australia’s position as the provider of trusted and up-to-date MND information
* to develop evidence based and best practice MND information for our members, people living with MND and health professionals and community providers in a variety of formats
* coordinate and develop new easy to understand resources including writing content for the MND Australia and MND Connect websites, fact-sheets, explainer pieces, newsletters, blogs, webinars, infographics and social and traditional media
* chair the national Information Shared Service Group to review and update existing national information resources for people living with MND and to support the national MND Association network
* with the Communications Manager, identify opportunities to disseminate information on MND and the work of the national network of MND associations via all media
* support the successful delivery of MND Australia events such as conferences and the new care-focussed webinar series.

**About the person**

We are seeking a person with:

* values that at a minimum align with MND Australia’s Values of Collaboration, Empathy, Inclusion and Quality
* relationship-building and engagement skills and experiences with a diverse range of stakeholders including people living with a disease or other health condition, researchers, clinicians, health sector peak and other bodies, universities, and government
* collaborative and inclusive approach to working with others and ability to engage effectively in teamwork – within the MND Australia team and nationally and internationally
* strong written communication skills with demonstrated experience in science or health communication across a range of digital and traditional media
* experience at the intersection of research and practice to develop health information which is evidence-based and easy to understand
* strong research skills including literature/reference searching and fact-checking
* an understanding of the principles and guidelines that apply to science and health-related communications and publications
* impeccable organisational skills to manage multiple priorities to deliver agreed outcomes without compromising attention to detail
* preferably post-graduate tertiary qualifications in science and/or a health-related discipline
* experience working in the non-profit sector and/or the health sector
* a commitment to improving the lives of Australians living with motor neurone disease or a similar disease.

**Other relevant information**

* Applicants must be an Australian citizen, permanent resident or hold a valid work permit or visa.
* The position will be subject to a National Police Records Check.
* The appointee will work remotely and, as necessary, at the MND Australia Offices, Deakin, Canberra.
* Salary: Based on Social, Community, Home Care and Disability Services Industry Award 2010, Level 5 – pay point 2. MND Australia is a Health Promotion Charity and able to offer FBT exemption in salary packaging.

**Application and consideration process**

For further details regarding this opportunity please contact the MND Australia CEO David Ali via davida@mndaustralia.org.au or 0438 202 642.

If you think you can contribute to MND Australia’s Strategy and ongoing transformation, please email your application marked ‘APPLICATION’ in the Subject line to davida@mndaustralia.org.au **before Thursday 23 December**.

For your application to be considered you must submit a current resume (CV), and a brief document that addresses why you would be perfect for this position, what you bring and thoughts on what you would do, how and why drawing on your skills, experiences and passion.

Please note interviews will be held via an online platform in early January 2022.