



## MND Australia - Project Manager

February 2020

### Who are we?

MND Australia is the national peak organisation representing all across Australia who share the vision of a world without motor neurone disease. We work collaboratively with our member organisations, the state MND Associations, to inform, influence and raise awareness and understanding of MND at a national level to improve care and to advance research to ultimately end MND.

### Our Vision

A world without motor neurone disease (MND)

### Our Mission

To promote, influence and advance MND care and research to improve the lives of all Australians impacted by motor neurone disease

### Position Description

Motor Neurone Disease Australia, in partnership with its members MND Association of NSW, Victoria, South Australia, Queensland and Western Australia, has been funded through an Information, Linkages and Capacity Building (ILC) National Information Program Grant to deliver a national information service to provide people with motor neurone disease (MND), their families and carers access to immediate, accessible and consistent MND-specific information.

MND Connect will provide information via a national information hotline and website. The website will host a range of resources in a variety of formats which can be utilised by people with MND, local services and peer supports.

MND Australia is seeking a project officer with experience in web based information management and development to drive the delivery of the project.

### Position Type

Part time – 0.6 – 0.8 FTE – over three or four days – negotiable  
12 month contract initially with option to extend depending on project progress

### Reporting to the Chief Executive Officer

#### Position Purpose:

1. To work with a web developer to manage the redevelopment and redesign of the existing website to meet the needs of the MND Connect Project deliverable related to the provision of online information
2. To support the development of easily accessible online evidence based and best practice MND information for people living with MND, health professionals and local services in a variety of formats
3. To support the steering committee to effectively engage with stakeholders to promote, evaluate and report as required by the ILC Grant guidelines

### Position Description – Project Officer ILC Grant – MND Connect

Key Result Area	Activities	Measures
<p><b>Manage the development of the MND Connect website</b></p>	<p>With communication manager develop a design brief to redesign and redevelop MNDcare website to meet the needs of MND Connect project</p> <p>Source website developers to provide a quote for redeveloping the current kentic CMS website</p> <p>Review website development tenders with steering committee and engage web developer</p> <p>Coordinate website design changes and soft launch</p> <p>Manage feedback process on design and ease of use from stakeholders</p> <p>Coordinate or make changes as recommended</p> <p>Website redesign finalised and launched</p> <p>Upload information resources in a variety of formats as they are developed</p> <p>With communication manager establish Web analytics and SEO</p>	<p>Website developer engaged able to develop the website, as specified by the steering committee within the proposed budget and time frame</p> <p>Website redesigned in line with branding refresh capable of providing online interaction, sharing of stories and hosting resources including video, webinars and blogs</p> <p>MND Connect website launch at National MND Conference September 2020</p> <p>Website traffic increase as the website develops</p>
<p><b>Information development</b></p>	<p>Support the Information Resource Manager with the review of existing information related to evidence based MND care, including best practice care and support, available nationally and internationally.</p> <p>Support the Information Resource Manager to report and identify gaps in information available and needs of stakeholders, including accessibility requirements</p> <p>With the Information Resource Manager develop new MND Australia publications in a variety of formats for the MND Connect website to address identified need</p> <p>With the Information Resource Manager and Communications Manager Develop easy to understand resources such as video, webinars and infographics to address identified need</p>	<p>Review undertaken and information development needs collated and grouped</p> <p>A full suite of nationally consistent MND specific information available for providers related to diagnosis, symptom management, well-being and support needs and end of life care</p> <p>A full suite of nationally consistent MND specific information available for people living with MND to include carers and children in a variety of formats which are easily accessible</p>

	<p>With the Information Resource manager establish stakeholder engagement plan to identify preferred format and delivery of information to include people living with MND, carers, clinicians, NDIA providers and the NHMRC partnership steering committee</p>	<p>Stakeholders engaged and involved in the development of MND Connect website</p>
<p><b>Promotion, evaluation and reporting</b></p>	<p>Establish a promotion and stakeholder engagement plan</p> <p>With the steering committee develop and deliver bi-annual meetings/training sessions for MND Connect Advisors</p> <p>Establish a mechanism to seek feedback from MNDCconnect website users</p> <p>Google analytic reporting mechanisms established</p>	<p>Plan in place to include:</p> <ul style="list-style-type: none"> <li>• people living with MND, carers, children</li> <li>• MND assoc. staff</li> <li>• local communities</li> <li>• ILC/NDIA funded services</li> <li>• Health and community providers/clinics</li> </ul> <p>MND Connect Advisors supported to deliver and further develop a national model of telephone support aligned with the ILC Grant requirements and needs of MND community</p> <p>MND Connect advisors able to access professional and peer support and professional development</p> <p>Reports submitted to board, stakeholders and ILC Grant provider on time and as requested</p>

## **Essential Criteria:**

### **Education, Experience and Technical Knowledge:**

- Tertiary qualifications in information/project management, digital communications health or education related discipline
- Proven communications and writing experience

### **Essential Competencies**

- Excellent writing skills across a range of traditional and digital media
- Demonstrable project management/coordination skills
- Website strategy and information content management
- Attention to detail
- Flexible and innovative approach
- Ability to work alone and as part of a small team
- Self-motivated, good problem solver and enjoy managing multiple tasks and goals
- Ability to meet unexpected time demands
- Ability to relate to a wide range of communities
- Strong interpersonal and communication skills
- A commitment to MND, its supportive communities and organisations and to promoting a better life for people living with MND.

### **IT competencies**

- Full Microsoft suite
- Web maintenance and development
- Social media/digital management experience

### **Desirable experience and competencies:**

Post graduate digital communications, health, information management qualifications  
Understanding of MND or related conditions  
Not for profit experience  
Social media and digital communications  
Information development

**Location:** - Deakin, Canberra

### **Salary:**

Based on Social, Community, Home Care and Disability Services Industry Award 2010, Level 5 – pay point dependent on qualifications and experience

MND Australia is a Health Promotion Charity and able to offer FBT exemption in salary packaging

For your application to be considered you are required to submit a current resume (CV), and brief document that addresses the Essential Criteria listed above, providing examples where possible.

Applications without a cover letter that addresses the selection criteria will not be considered.

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