



Ref Number	CPA AEO 01-2022
Position Title	Chronic Pain Australia (CPA) Admin Executive Officer
Employment status	<p>Casual Part Time – 12 or 16 hours per week</p> <ul style="list-style-type: none"> • Interim 3 months with option to extend • Flexible working hours and conditions with two days (full time equivalents) or three days (part time equivalents) by negotiation
Geographical location	<p>Working from home office</p> <ul style="list-style-type: none"> • Reimbursement negotiated with CPA
Background	<p>One in five Australians lives with chronic pain. Many are disabled by it, meaning that work, family life and community participation is significantly impaired for many people living with pain. Chronic Pain Australia (CPA) was incorporated in 2006 to reduce the unnecessary suffering and isolation caused by chronic pain in the Australian community, to raise awareness about how pain can become chronic, and to help people in pain and the broader community understand what can be done about it. Chronic Pain Australia initiated and has convened National Pain Week annually since 2011 as a vehicle to raise awareness and reduce the stigma for those living with chronic pain. The momentum behind the campaign has built extraordinarily across Australia.</p>
Purpose of position	<p>To provide administrative support to the CPA board. There will be six main functions of the role:</p> <ol style="list-style-type: none"> 1. To identify and pursue ongoing fundraising or other grant/research funding opportunities for CPA via broad external stakeholder and other organisational engagement 2. Management of national office including monitoring of email account and general administration and enquiries 3. Project management of National Pain Week 2022, including liaison with Public Relations company, events, marketing and sponsor proposal development and liaison 4. Oversight of CPA digital channels including, social media accounts and websites Home - Chronic Pain Australia 5. Administrative responsibility for collation and distribution of CPA Board papers, submissions and minutes (must be able to attend monthly board meetings) 6. Management of CPA member database and inquiries
National Criminal Record check	TBA - Requirement of registered charity with ACNC
Responsible to	President and CPA Board
Responsible for	The role involves supporting the CPA board in delivering its strategic vision, and engaging with external stakeholders to deliver new and ongoing relationships in order to fund the organisation's ongoing annual activities



Challenges / problem solving	Being able to work in isolation while staying digitally connected to board members and other stakeholders to CPA
Communication:	Written reports as requested by President or board members Weekly phone update with President
Decision making	Operational decision making, recommendations for strategic decisions to CPA board
Selection criteria	<p>Essential:</p> <ul style="list-style-type: none"> • High level competence with digital communication including Google suite, social media and website maintenance • Well-developed time management skills, and an ability to prioritise tasks, manage differing workloads, and meet deadlines • Demonstrated project and/or events management skills • Agile and clear thinking with excellent interpersonal and communications skills, including the ability to engage and build and manage relationships with colleagues/stakeholders both internally and externally, and with people from diverse backgrounds • Demonstrated problem solving skills and an ability to work independently, and collaboratively as an effective team member, to achieve shared goals with a 'can do' attitude to your work. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience using Wordpress, mailchimp and survey monkey • Training and/or experience in Communications, Public Relations, Marketing, or Business while not essential, would be an advantage • Experience working within an NFP environment

CONDITIONS OF APPOINTMENT

Chronic Pain Australia has zero tolerance to, discrimination, harassment and workplace bullying. All staff, including volunteers and board members, are required to sign an acknowledgement and adhere strictly to the organization's Code of Conduct and other policies.

TO APPLY FOR THIS ROLE:

Please submit your cover letter telling us why you are the perfect fit for CPA, as well including a recent resume. As a registered charity with the ACNC, all employees are required to complete a Police Check prior to commencing employment.

CONTACT: Fiona Hodson CPA President

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CLOSING DATE: 31/01/2022

