

Position Description

Executive Officer



Position title: Executive Officer (part-time)
Term: 2 years

About the Vitiligo Association of Australia

The Vitiligo Association of Australia (VAA) is a not-for-profit organisation and registered charity that provides support for individuals with vitiligo and their families. The VAA is the only patient support organisation for vitiligo in Australia and has over 500 registered members. The VAA's objectives also include improving public awareness and education, advocacy, collaboration with similar groups and support for vitiligo research.

The VAA has created a new position of Executive Officer (EO) to oversee the management of the association.

This role is an exciting and potentially rewarding opportunity to head an organisation that has a meaningful impact on the lives and wellbeing of children and adults affected by vitiligo throughout Australia.

The EO will operate with a high level of autonomy and will be required to work from home. In carrying out the responsibilities as outlined below, the EO will be supported by a small volunteer workforce and members of the Committee.

Job summary

Key Responsibilities

- Manage and oversee the day-to-day activities and functions of the organisation
- Work with the Committee to develop and implement a strategic plan to meet the objectives of the VAA
- Provide regular communication with the membership
- Maintain the membership database
- Maintain the VAA website and social media presence
- Ensure financial sustainability of the organisation through positive revenue growth
- Establish and maintain contact with other similar organisations locally and overseas
- Oversee the VAA Research Grant process

Key Selection Criteria

- Preference will be given to applicants who have had experience in leadership, strategy and business management

Term

- The position is for a term of 2 years, commencing in early 2023
- At the expiry of the term an agreement will be reached between the VAA and the EO for the renewal of a further term

Hours and Salary

- 7.0 hours per week
- \$50.00 per hour

Approved by		Date	
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