

**Position Description**

**Manager, Education and Support**

Transplant Australia wishes to employ a manager to build and grow its role as the peak charity providing sporting opportunities and community engagement for the transplant community.

<b>Title:</b>	<b>Manager, Education and Support</b>
<i>Role:</i>	Flexible for right candidate – minimum 0.5 FTE
<i>Salary:</i>	Available upon request
<i>Location:</i>	Flexible – remote or Sydney Olympic Park head office
<i>Reports:</i>	NA
<i>Key Stakeholders:</i>	Transplant Australia State Committees Members/Families/Volunteers, those waiting and those who have received a transplant Transplant System – Health Professionals, Hospital Units, OTA/Donate Life

**About Us:**

Transplant Australia is the nationally recognized charity for organ and tissue donation and transplantation, respected by governments, the donation and transplant sectors, stakeholders and the community.

Transplant Australia has a significant heritage in sport, formerly called the Transplant Sports Association in each state and territory in Australia. It is recognized by the Australian Sports Commission as a National Sporting Organisation with a Disability and is a proud Member Country of the World Transplant Games Federation.

Transplant Australia now advocates for the donation and transplant community and provides an increasing number of education and support services for those on a transplant journey, all while growing our flagship event, the Australian Transplant Games.

Transplant Australia recently conducted the World Transplant Games in Perth attracting an invigorated community with new and old members alike all willing to support the transplant cause through physical activity and sporting initiatives.

As a result of this and a strategic review process by the Board, this is a new role with a key focus on providing resources, education and support to all within the transplant community.

**Key areas of Responsibility:**

Education	<ul style="list-style-type: none"> <li>• Living with a transplant resource management and expansion</li> <li>• Living Donation resource development</li> <li>• Facilitation of online educational content such a webinars</li> <li>• Website content review and management</li> </ul>
Support	<ul style="list-style-type: none"> <li>• Telephone support, connection and referrals</li> <li>• Development of new support and connection programs</li> </ul>

	<ul style="list-style-type: none"> <li>• Program development and activation across vulnerable communities, including indigenous, regional and multicultural initiatives.</li> </ul>
Governance and Relationships	<ul style="list-style-type: none"> <li>• Manage the TA Education and Support Advisory group and bring together key stakeholders interesting in supporting our community</li> <li>• Act as the Transplant Australia representative on external stakeholder engagement groups</li> <li>• Develop productive relationships within the transplantation and charity industry stakeholders</li> <li>• Key reports and insights to CEO, Board and key partners.</li> <li>• Provide assistance to State Committee operations</li> </ul>

### Key Skills and Attributes

<i>Essential</i>	<i>Desired</i>
<ul style="list-style-type: none"> <li>• Current working with Children Check and drivers license</li> <li>• Counselling, community services or social support experience and qualifications</li> <li>• Able to work efficiently and independently</li> <li>• Able to work positively and contribute as part of a small collaborative team</li> <li>• Strong oral, written and presentation communication skills</li> <li>• Experience working across multiple streams of work</li> <li>• Works with integrity, respect, is approachable and calm under</li> <li>• Represent the interests of Transplant Australia while listening closely to the needs of the community,</li> <li>• Demonstrate empathy while at the same time a strong focus to achieve the charity's strategic objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Transplantation and/or Donation lived experience</li> <li>• Education and/or health background</li> <li>• Experience working in the sport and/or not-for-profit industry</li> <li>• Experience working with volunteers and across complex committee and stakeholders</li> <li>• Experienced in project management, commercial servicing and digital activations.</li> </ul>

### To Apply:

Please submit your application for the above role via email to [ian.atkin@transplant.org.au](mailto:ian.atkin@transplant.org.au) by COB **26 July 2023**.

All applications should be submitted as one PDF document, including a one-page cover letter addressing the position key areas of responsibilities and a detailed CV.

Transplant Australia is committed to providing equal employment opportunities. We encourage applications from people from diverse backgrounds including but not limited to, Aboriginal and Torres Strait Islander people; people from culturally diverse backgrounds; young people; older workers; people with disabilities; the LGBTQIA+ community; and other under-represented groups.