



## **Job Description**

**Job Title:** Thalassaemia Centre Co-ordinator

**Employment:** Part-time (21 hours per week) (days and times negotiable)

**Reporting to:** Executive Committee of the Thalassaemia Society of NSW

**Office Location:** The office is based at the Thalassaemia Centre, Level 8, KGV, Missenden Road, Camperdown.

### **Role Summary:**

An interesting position with a diverse range of duties, ranging from administration and reporting, patient and family support to community engagement activities, particularly within multicultural communities.

The role is state-wide for NSW and ACT. State-wide support in NSW & ACT (rural and outside Sydney Metropolitan Areas) is mainly by phone but the role does include travel across Sydney for meetings/events/presentations.

### **Primary Objectives:**

1. To provide effective program coordination and administrative support for the Thalassaemia Society of NSW.
2. To manage patient and community questions and requests for support.
3. To promote the Society across a range of health and community settings and develop partnerships for community awareness raising as well as patient education and support.
4. To promote the status of the Thalassaemia Society and increase its engagement with members and stakeholders.

### **Job Specification:**

#### **Support Services:**

- Provide telephone support, information and referral for enquiries to the Thalassaemia Centre and/or consultations with medical staff, allied health professionals, government departments, public, private and community organisations.
- Coordinate, in liaison with the Society's Counsellor and/or other patient support organisations, health education programs.
- Coordinate support services for patients, family members, relatives and others at the Centre, and in hospitals, home or community settings.
- Liaise with medical staff, and allied health professionals working at specialist Thalassaemia Treatment Centres in various Sydney, NSW & ACT Hospitals if required.

### Administrative:

- Provide administrative support for the Thalassaemia Society including updating databases, managing correspondence and receipting and compiling monthly reports for the Executive Committee.
- Attend monthly Executive Committee Meetings and present monthly Report.
- Maintain up to date records and statistics of awareness raising activities and information and support services and prepare Quarterly and Annual reports for NSW Health as a key funding body.
- Monitor the Society's responsibilities relating to legislative, workplace and national standards compliance and liaise with President and Treasurer to update same, as appropriate.
- Identify and apply for funding to support Society plans and events as well as write funding acquittal and activity reports.
- Maintain and enhance membership services.

### Coordination & Promotion:

- Assist Executive Committee Sub-Committees with planning, development and coordination of relevant activities, ideas, actions or events.
- Assist the Society in its various fundraising activities.
- Lead the awareness raising and education program to increase the awareness of testing for the genetic trait among targeted communities and groups.
- Review and update the Society's promotional and awareness material and develop it to engage key multicultural groups and communities.
- Update, promote and develop the Society's online presence and community messaging including managing the websites ( [www.thalnsw.org.au](http://www.thalnsw.org.au) and [www.knowmytrait.org](http://www.knowmytrait.org) ), Facebook and Instagram pages.
- Write, source and compile material for the Society's Quarterly e-newsletter and other publications.
- Recruit, train, support and manage the Society's volunteers and ensure compliance with Society policies and State/National legislation.
- Participate in relevant health sector and community interagency meetings, forums, events and work groups.
- Liaise with the Thalassaemia and Sickle Cell Society of Australia (TASCA – based in Victoria) and the Thalassaemia International Federation (TIF) on information exchange, project and news updates, as appropriate.

### Additional Responsibilities:

- Develop an understanding of the Society's history and carry-out your work in alignment with the Society's Constitution, Mission and Values.
- Identify and attend relevant training and bring back knowledge, skills and ideas to the Society and Executive Committee.
- Attend and support Society events, such as fundraisers and awareness events, as they arise. *(Note: Such events are occasional and time-in lieu is offered).*
- Maintain a current Working with Children Check relevant for NSW.
- Maintain a current and valid Work Visa, if appropriate.



[www.knowmytrait.org](http://www.knowmytrait.org)



**Thalassaemia**  
Society of NSW

[www.thalnsw.org.au](http://www.thalnsw.org.au)

