

Médecins Sans Frontières Australia Position Description

Position	Association Officer
Location	Sydney based
Reporting to	Association Coordinator
Supervising	none
Status	Permanent Part time (0.4 FTE)

MSF Australia is looking for someone to fulfil this new position supporting the Association. The position requires someone with enthusiasm and a keen spirit to build on the associative strengths of the organisation across Australia, New Zealand and internationally. This role is both challenging and rewarding with plenty of opportunity for innovative action and associative networking.

Organisational Context

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF provides assistance to populations in distress irrespective of race, religion, creed or political convictions.

The Australian Section of Médecins Sans Frontières was established in 1994 and is one of 25 associations and other offices that form the MSF global movement providing oversight and expertise, funding and staff for field operations and communicating on the needs of our patients. MSF Australia (MSFA) deploys over 200 field staff per year from Australia and New Zealand. The organization secures an annual revenue of AUD 100 million in untied funds. The Australia section hosts a Medical Unit in Sydney bringing specialized expertise in the field of Women's health and Paediatrics in support of our operations overseas. MSF Australia has over 120 office staff and an active association of over 300 members.

Background

The MSF Australia Association is dynamic and ever evolving. The Association upholds MSFs principles, it's commitment to medical humanitarian action, bears witness for those MSF helps and serves a critical governance function. Membership goes beyond involvement in the field, as it also encourages active participation in MSF in Australia and New Zealand via the Association, networks and in cooperation with the various departments of the MSF Australia office.

This new role supports the Association Coordinator in delivering the aims of the Association Engagement Strategy: *Foster an active and motivated association that is equipped to participate in any and all aspects of associative life.*

The ideal candidate will support the Association through administration, event support, membership services and serve as the focal point for the association networks.

Overall Responsibility

Work in close collaboration with MSF Australia's Association Coordinator, association members, networks to develop, organise and animate the association according to the goals and activities of the MSF Australia Association Engagement Strategy.

MSFA seeks to invest in its associative membership and ensure active participation across the membership of Australia and New Zealand. The MSFA Association Engagement Strategy focuses on engaging both new members and existing members by presenting multiple opportunities to engage and participate in associative life. MSFA includes associative members located across Australia and New Zealand. The challenge for the associative team is to provide current and prospective members with appealing opportunities to be active and engaged.

Main Tasks / Duties

It is the responsibility of the Association Officer to assist the activities, events and communications in support of the MSF Australia Association, and to be one of the key players in driving the associative dimension of MSF in Australia and New Zealand. The Association Officer will play an especially important part of familiarising MSF field staff with the Association, and fostering links for stronger associative engagement.

The key roles of the Association Officer include:

- Support the successful delivery of associative events – including the MSFA Annual General Meeting (AGM) and the Biennial Associative Meeting (BAM)
- Primary focal point for Peer Support Network (PSN) – liaising with the Peer Coordinators, coordinating peer recruitment and trainings for peers.
- Collaborate with regional networks of association members - including recruiting and supporting Network Coordinators.
- Maintain accurate details of members in the association database/CRM, including uploading of new members and keeping the membership database up to date
- Carry out annual membership fee renewal process and track ongoing payments, and liaise with the finance team to ensure accurate records are maintained
- In collaboration with the Association Coordinator, develop association literacy materials to promote effective engagement opportunities for the MSF Australia Association
- Support the development of a solid briefing and induction processes for new members
- Respond to queries about the Association from current and non members
- Update and maintain communication platforms including the association website, closed Facebook group, and other communications opportunities.
- Support the delivery of webinars and online meetings of the MSFA Association
- Contribute to the team and wider department's annual planning and strategic planning process as well as cross-departmental campaigns and initiatives

Selection Criteria

Essential

- Current right to work in Australia (Australian citizen, permanent resident or appropriate working visa)
- Previous knowledge of associative functioning and governance within MSF or other similarly structured organisation
- Exceptional organisational skills with experience of managing multiple tasks and prioritising effectively in a fast-paced environment
- Experience in project management, evaluation and reporting
- Experience in event planning and logistical support
- Strong interpersonal skills and the ability to work with a wide range of people in different locations and roles / capacities
- Ability to work independently, while embracing collaborative opportunities with a variety of others, both internally and outside MSF
- Excellent written & oral communication skills with proven ability to write clearly and accurately produce written materials
- Social media and online literacy and ability to manage online platforms including associative website and Facebook group
- Confident in Microsoft suite of programs (Outlook, Word, Excel, Power Point etc)
- Strong attention to detail, valuing accurate and efficient work
- Genuine interest and commitment to humanitarian principles
- Committed, positive and enthusiastic approach to work
- Authentic desire to establish solid connections to the Association
- Availability to work occasional weekends and evenings (time off in lieu will be given)

Desirable

- Previous MSF field experience
- Familiarity with Customer Relationship Management (CRM) systems or willing to learn
- MSF Australia (or other section) association membership
- Fluency in Agile ways of working

In MSF Australia, we believe the following 5 values form the foundations of our culture – **Transparency, Respect, Understanding of Diversity, Stepping In** and **CollaboraTion**. At MSF Australia we value T.R.U.S.T as an essential element to how we operate and believe that these organisation values flow from this trust that we build.

Applications

Email a cover letter indicating why you want to work for Médecins Sans Frontières Australia and attach a copy of your CV.

Please note that a criminal record check may be required as part of the selection process. Applicants with criminal records will not automatically be ineligible for the position they are applying for. Médecins Sans Frontières Australia has a Child Protection Policy in place and all employees are required to comply with this policy.

Médecins Sans Frontières Australia is committed to creating an inclusive workplace for all our staff. We believe that a diverse team helps us better serve those most in need, we encourage flexibility (in all its forms) and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, LGBTQIA+, people from other culturally and linguistically diverse (CALD) backgrounds and people with disabilities. People with a disability can request support from our Domestic HR Department if you think you may require reasonable adjustment during the recruitment.

Applications and enquiries to
Email: officerecruitment@sydney.msf.org