

# Position Description

Project Officer

Agreement

\_\_\_\_\_  
Signed – Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed – Employee

\_\_\_\_\_  
Date



**Butterfly**  
Foundation for Eating Disorders

# MISSION STATEMENT

The Butterfly Foundation (Butterfly) is Australia's largest not for profit organisation dedicated to supporting people with eating disorders and negative body image and the people who care for them.

## VISION

To live in a world that celebrates health, well-being & diversity.

## MISSION

The Butterfly Foundation is dedicated to bringing about change to the culture, policy and practice in the prevention, treatment and support of those affected by eating disorders and negative body image.

## OBJECTIVES

- Promote positive body image and associated healthy behaviours;
- Encourage hope and help-seeking through education and awareness;
- Advocate excellence and consistency in the culture of care and support for people with eating disorders and encourage a better understanding of the complexities of eating disorders and the need for a compassionate, flexible and holistic response;
- Educate and connect the community, health providers, government and other agencies to assist in excellence and consistency in the culture of care;
- Facilitate the development of effective models of prevention and care for people at risk of or with eating disorders;
- Operate a financially sustainable national foundation for future generations;
- Increase access for all sufferers and carers in Australia to effective treatment and support.
- Ensure that everyone in the Butterfly team feels recognised for their skills and experience, are fully engaged and supported in making their contributions and that the organisation is providing opportunities for professional growth and development.



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## 1. Overview of the Role

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- 1.1 The National Eating Disorders Collaboration (NEDC) is a national collaboration of organisations and individuals with an interest, expertise and experience in the promotion, prevention, early intervention, treatment and management of eating disorders. The primary purpose of the NEDC project is to bring together Eating Disorder stakeholders with experts in mental health, public health, health promotion, education, research and media as well practitioners and those with a lived experience of eating disorders to develop and maintain a nationally consistent approach to the prevention and management of Eating Disorders.
- 1.2 The position of Project Officer is responsible for undertaking projects to develop resources and actively encourage the uptake of information and knowledge developed by the NEDC by its stakeholders. This will include the development of written reports which encourage research in practice. The role works closely with the Project Manager and other NEDC team members and will have relationships with key members and stakeholders in the collaboration. The position may require some travel and after hours work.
- 1.3 The position of Project Officer is a temporary, full-time position up to end of June 2014. Further extensions of the position may be negotiated in the future, subject to funding and other project requirements.

## 2. Relationships

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- 2.1 The position of Project Officer reports to the NEDC Project Manager.
- 2.2 In addition, the Project Officer will work with and have relationships with:-
  - a. NEDC National Director and CEO Butterfly Foundation
  - d. Other NEDC and Butterfly Foundation staff
  - e. NEDC Steering Committee members
  - f. NEDC members, stakeholders and participants in NEDC activities
  - g. Clinicians, related professionals and other organisations in eating disorders and related sectors
  - h. Consultants and external contractors.

## 3. Role Objectives/Responsibilities

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- 3.1 Undertake projects which link research to practice and engage professionals in implementing evidence based practice.
- 3.2 Prepare written resources for publication on the NEDC website and in hard copy.
- 3.3 Present information and resources to groups of professionals and community members in face to face and web-based forums.
- 3.4 Contribute to needs analysis of particular stakeholder groups.
- 3.5 Contribute to the ongoing evaluation and quality improvement processes within the NEDC.
- 3.6 Undertake other activities as required in conjunction with other members of the NEDC team.

## 4. Other Requirements

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- 4.1 As an employee, be aware of the need to be responsible for the general care and well being of people you deal with during your employment activities.
- 4.2 At all times during your employment activities strive to act in accordance with the Vision, Mission and Objectives of Butterfly and to do all possible to assist Butterfly in achieving its aims.
- 4.3 At all times follow the Policies and Procedures of Butterfly as set out in the Policies and Procedures Manual.

## 5. Selection Criteria

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To be successful in this position, candidates must possess the following:-

### 5.1 Essential Skills/Knowledge

- Tertiary qualifications in health, social sciences, education or community development
- Demonstrated experience in the development of resources for a diverse audience.
- Excellent written communication skills and experience in writing for diverse audiences, converting technical or research material and ideas in to accessible and informative copy
- Experience in facilitating meetings, workshops and community engagement initiatives with people from a range of backgrounds and experiences
- Strong time management skills and the ability to implement project plans to specific timeframes
- Understanding of the principles of evidence-based practice and their application in a health context
- Capacity to develop formal and informal relationships in order to engage with stakeholders and develop a culture of constructive collaboration.

### 5.2 Desirable Skills/Knowledge

- Experience and/or qualifications in adult education and workplace training and assessment.
- Demonstrated experience working in a mental health setting or an area relevant to our key stakeholders (e.g. education, youth, general medical practice, allied health).