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POSITION DESCRIPTION

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| Role Title | Accreditation Project Officer |
| Reports to | Head of Finance & Administration |
| Roles reporting into this role | N/a |
| Purpose of the Role | Butterfly has been part of a pilot program for assessment against the new Digital Quality Mental Health Standards. As part of our continuous improvement work we now need a Project Officer to assist in rolling out identified improvements across the organisation.  The Accreditation Project officer will work closely with the Head of Finance & Administration and the Senior Leadership Team to ensure the successful implementation of policies and procedures in relation to the National Safety and Quality Digital Mental Health Standards.  This role will be critical in coordinating documentation for the audit, working with policy owners to ensure appropriate training is provided, following up on reporting and outputs in accordance with requirements. |
| Accountabilities and Responsibilities | Completeness of documentation to fulfill audit requirements as per document library  Organisation of filing  Work with consultant on self assessment criteria  Work with Auditors to ensure information is delivered  Assist Policy Holders with organising training as required |
| Selection Criteria | Essential   * Understanding of audit work * Ability to work through programme implementation * Extensive experience with data entry, record keeping and computer operation. * Strong attention to detail, the ability to communicate well with internal and external individuals. * Proficiency with the full Microsoft Suit. * Proactive and independent approach to work.   Desirable   * Prior knowledge of audit against Mental Health Standards |
| Other requirements | **At all times:**   * Conduct yourself in a professional manner. * Have exceptional interpersonal relationship skills and a positive attitude * 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. * Follow Butterfly’s policies and procedures. * Follow/participate in occupational health and safety measures. * Act considerately around the workplace and have regard for the well-being of fellow staff, volunteers and our service users. * It is a requirement of all positions at Butterfly that the person has a Working With Children Check clearance (pass) and Police check. * All staff should be aware of and actively uphold the Butterfly values: * Compassion * Commitment * Collaboration * Initiative * Excellence * Integrity |

BUTTERFLY

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| Overview | Butterfly Foundation (Butterfly) is Australia’s national charity for eating disorders and body image issues, providing a voice for those affected and the people who care for them. Eating disorders are severe and complex mental illnesses with physical complications, and the medical, psychological, physical and social consequences can be long term and for many, life threatening. |
| Vision | All people in Australia can live free of eating disorders and negative body image. |
| Mission | We work to prevent eating disorders and body image issues from occurring, to ensure that the best possible treatments are available, and that appropriate care and support is there for those affected. |
| Goals | **Reduce Stigma and increase help-seeking;**   * Listen to, amplify, and advocate for the voice of lived experience. * Increase public awareness and understanding. * Grow our digital presence.   **Work to prevent eating disorders from developing;**   * Deliver accessible evidence-based information and support. * Deliver and expand whole of school (5-18 years) based education. * Collaborate on innovative service offerings in universal prevention and early intervention.   **Improve treatment and support;**   * Establish evidence for residential treatment as a component of the eating disorder system of care in Australia. * Implement and evaluate programs and services which address gaps in care. * Assess gaps in the system of care and advocate for change to address them. |

Butterfly acknowledges Aboriginal and Torres Strait Islander people as Australia’s first people and traditional custodians.

Butterfly is committed to embracing diversity and welcomes all people irrespective of body shape and size, ethnicity, faith, age, sexual orientation and gender identity. More information about our commitment to reconciliation, diversity and inclusion is available here: <https://butteffly.org.au/who-we-are/reconciliation-inclusion/>.