



## Volunteer Role Description

<b>Volunteer Role Title</b>	Medical Content Writer
<b>Reports To</b>	Volunteer Coordinator, Rachel Smith
<b>Volunteer Days/Hours</b>	Weekdays, 3-4 hours a week, negotiable
<b>Duration</b>	6 months, negotiable
<b>Location</b>	This role is 100% remote. Communication via email, phone, messaging platforms and video calls.

### 1.Organisation Purpose

**Spinal CSF Leak Australia** is the first and only not-for-profit organisation dedicated to supporting people affected by spinal CSF leaks in Australia. Our mission is to improve quality of life for people with spinal CSF leaks through improved access to timely, effective and supportive care.

Individuals with suffering from Spinal CSF Leak face long delays in diagnosis and treatment due to limited medical awareness. Spinal CSF leaks can cause debilitating symptoms that worsen when upright, often leaving people bedbound, unable to work or participate fully in daily life. We aim to change this by increasing the knowledge of health professionals and advocating for improved diagnosis and treatment.

### 2. Purpose of the Role

Develops, writes, and edits medically accurate and evidence-based content for digital platforms. Ensures information aligns with clinical guidelines and is accessible to the intended audience.

### 3. Key Responsibilities

This role has been initiated specifically to create medical content for the Spinal CSF Leak website. The material created will likely also be used to create patient handouts.

Typical tasks:

- Researching and interpreting medical studies
- Keeping up-to-date with the latest research in the diagnosis and treatment of Spinal CSF Leak.
- Ensuring compliance with regulatory or editorial standards
- Design the structure of the medical webpages within a team
- Write medical content for the Web, with patients as the audience
- Writing patient education materials for handouts

- Collaborating with other authors in the team
- Editing the work of other team members
- Assisting with advocacy efforts, such as preparing medical information for awareness campaigns

#### 4. We are looking for someone who:

- Is highly motivated and can work independently.
- Can collaborate with a team.
- Can demonstrate an understanding of the flow and structure of webpages
- Has highly developed writing skills
- Is able to take feed back from the Medical Advisory Board.
- Demonstrates strong interpersonal and communication skills
- Has basic to intermediate administration skills, particularly in using the Microsoft Office suite
- Understands, and has empathy with, the mission of Spinal CSF Leak Australia

#### 5. We're especially keen to involve someone with:

- Previous medical content writing experience
- Previous experience creating webpages

#### 6. Training & Support

- Volunteers will receive an induction and relevant training.
- Ongoing support and supervision is available to ensure volunteers feel confident in their roles.

#### 7. How to apply

Send an expression of interest to the Volunteer Coordinator, Rachel Smith  
[rachel@spinalcsfleakaustralia.org](mailto:rachel@spinalcsfleakaustralia.org)

Please also do one of the following:

Complete the Skills Survey <https://spinalcsfleakaustralia.org/job-roles-available>

or

Send your Resume to the Volunteer Coordinator, Rachel Smith [rachel@spinalcsfleakaustralia.org](mailto:rachel@spinalcsfleakaustralia.org)