



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE	Project Coordinator - Digital
REPORTING TO	Executive Director, Australian Global Health Alliance
SALARY	\$65,000 per annum + 10% superannuation
EMPLOYMENT TYPE	Part time (0.8 FTE) fixed term, 12 months
NUMBER OF REPORTS	0

THE ORGANISATION

Nossal Institute Limited, a wholly owned subsidiary company of the University of Melbourne, is the operating arm of the Nossal Institute for Global Health. We are multi-disciplinary team within the [Melbourne School of Population and Global Health](#) at the University of Melbourne.

We work to improve the health and futures of communities worldwide through global health research, education and inclusive development. We strengthen the quality, affordability and inclusiveness of health systems in the Asia Pacific region. Visit our website to learn how the Nossal Institute is building a better future for all through stronger health systems: ni.unimelb.edu.au

We host the Australian Global Health Alliance, a national peak body for organisations working in global health. The Alliance is a member-based network strengthening the global health ecosystem in Australia and the region through traditional and non-traditional partnerships and platforms committed to supporting progress on work on planetary health, First Nations health, and gender equality globally. We work in partnership with young leaders and students in global health, academic institutions, government agencies, and international organisations, NGOs, and private sector partnerships with public health.

POSITION SUMMARY

The Project Coordinator - Digital will support the clear communication of the Alliance and its networks' respective brands and strategies and support the growth of our communities. This is an opportunity for an early career professional to in a supportive dynamic environment and contribute meaningfully to an exciting phase of the Alliance.

KEY RESPONSIBILITIES

- Support, alongside the Executive Director and Deputy Director and external agency, the design and launch of a new website
- Develop and implement, with guidance of the Executive Director and Deputy Director, our social media strategy, including: management of three Twitter profiles; creation and curation of engaging

social media content (brand, tone of voice, development of copy and graphics/video); monitoring for opportunities; creation of campaigns to increase engagement levels and grow audience and reach

- Copywriting for a range of platforms, including media releases, website, social media and other marketing materials
- Create content for and regularly update Wordpress websites
- Curate, design and publish regular e-newsletters via Mailchimp
- Supporting running of events: marketing and promotion, guest management, capturing video and photos for social media
- In collaboration with the secretariat, monitor and scope the global health landscape for new content
- Work with external agencies to execute digital strategy and activities as required
- Regular reporting and design of report on analytics to measure success
- Ad-hoc administration activities and any other tasks as required to support the smooth running of the Alliance
- Responsibility and compliance
 - Maintain a sound knowledge of Nossal Institute’s Policy and Procedures, and reliably follow these or provide compliant advice to others
 - Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced
 - Reliably follow communications protocols and/or policies as appropriate
 - Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined below
 - Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

KEY SELECTION CRITERIA

A. ESSENTIAL

- Excellent verbal and written communication skills
- Tertiary qualifications in communications or marketing
- Communications experience in global health, public health, or international development
- Experience in website publishing (Wordpress preferred)
- Experience in digital graphic design (Canva, or Adobe Creative Suite)
- Experience using electronic digital marketing software (MailChimp preferred)
- Ability to work both autonomously and collaboratively within a small dynamic team to achieve overall objectives

- Demonstrated superior time management skills and meet deadlines, with high quality outputs and attention to detail
- Basic video editing skills

B. DESIRABLE

- A strong interest in global health content
- A commitment to working with partners and growing a global health network

ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY

The incumbent will:

- Follow safe work procedures and instructions
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported
- Participate in meetings, training and other health and safety activities
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Take appropriate actions to reduce use of energy, water and supplies that adversely affect the environment (including the Nossal “carbon footprint”)

DIVERSITY AND INCLUSIVITY STATEMENT

Nossal Institute Limited is committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds.

We adopt our diversity and inclusivity policies from the University of Melbourne, which can be viewed at <https://about.unimelb.edu.au/careers/diversity-and-inclusion>