

Position title:	Campaigns and Community Engagement Project Officer
Status:	Part time – 4 days a week
Commencement date:	April 2021
Reports to:	Deputy Director
Location:	NAPWHA offices, Newtown NSW 2042
Salary range:	60-70K pro rata, dependant on experience (salary packaging is available)

Position Statement

Reporting to the Deputy Director, the Campaigns and Community Engagement Project Officer will have high level campaign development skills and be able to work autonomously and collaboratively within a small team. They will be responsible for the delivery of campaigns and will have experience in translating research, formulating briefs, managing committees, working with creative contractors, and delivering projects on budget within a clear deadline.

With an understanding of the needs of the HIV community sector in Australia, this position will also work on the Health Literacy Framework Project and liaise directly with key populations of people living with HIV to translate their needs into succinct communications.

The Campaigns and Community Engagement Project Officer will also support the senior management team (lead by the Executive Director) in representing NAPWHA externally with stakeholders; and in the production of other resources with NAPWHA's networks, member organisations and external partners.

Background

The National Association of People with HIV Australia (NAPWHA) is the peak non-government organisation representing people living with HIV in Australia. NAPWHA provides advocacy, policy, education and outreach for people living with HIV.

NAPWHA works across the range of HIV healthcare and positive education initiatives to promote the highest quality standards of care for positive people, to develop and encourage appropriate clinical and social research across the relevant domains of HIV, and to advocate on national HIV issues. In the changing landscape of HIV management, improving long-term quality of life for people with HIV remains a central focus for NAPWHA.

The NAPWHA secretariat works under the direction of the Executive Director to progress issues prioritised through the NAPWHA Strategic Directions Plan and the NAPWHA Board of Directors.

Position Purpose

The Campaign and Community Engagement Project Officer will work collaboratively with other staff, members and key stakeholders to deliver high-quality campaigns and other communications that reflect the core values of the organisation.

Key Responsibilities

The responsibilities of this role will include, but not be limited to:

- Campaign development including strategy, design, creative development, and multi-media involvement.
- Establishing and working to a project management plan meeting clearly negotiated timeframes and within the set budget
- Under the Health Literacy Framework, establish networks of PLHIV from marginalised priority populations and provide secretariat support including assistance in organising meetings, recording meetings and monitoring actions.
- Assist in the development of relevant communications related to the projects, including website content, supporting the work of the Communications, Engagement and Media Team.
- Assist in supporting NAPWHA events related to projects delivery as required.
- Identify opportunities for improvement and contribute ideas, creative solutions and expertise through team or project-based meetings
- Engage in relevant and appropriate work practices to foster and maintain cooperative and productive working relationships with colleagues, NAPWHA members and networks, peers and the wider PLHIV community
- All other duties as required

Key Selection Criteria

1. Experience developing resources or campaigns within or for the community sector.
2. Awareness of HIV and the role of community-based organisations in the Australian HIV response, and an understanding of the diverse populations of people with, and affected by HIV including those from Aboriginal and Torres Strait Islander and culturally and linguistically diverse backgrounds.

3. Excellent verbal and written communication skills.
4. Exceptional interpersonal skills and the ability to work with a diverse range of stakeholders.
5. Strong experience with Information Technology, including Microsoft Office suite and databases.
6. Highly developed administrative and organisational skills, including the ability to prioritise and manage work efficiently and accurately within strict timeframe.
7. Proven skills in project management and an ability to deliver projects within a specified time period and to budget
8. Ability to take instructions and quickly implement them, work independently and be a collaborative member of a small team.

CONDITIONS: This position is offered on a 12-month fixed-term contract effective from April 2021. The Campaigns Project Officer may on occasion be required to attend meetings/forums outside normal office hours, which may include interstate travel.

The position is offered with all the current terms and conditions under the NAPWHA Enterprise Agreement. Salary Packaging to the equivalent of 12 months maximum allocation is available. Leave loading and Superannuation are also payable.