

Position Title: Digital Projects Officer

Status: Part time, 12 Month Contract (28 hours per week)

Commencement Date: By negotiation

Reports To: Deputy Director

Location: Suite G5/01 Erskineville Road, NSW 2042

Salary Range: \$75,000 - \$80,000 (Inc. Super and entitlements) per annum on a pro rata basis (salary packaging is available)

Position Statement

The *Digital Projects Officer* will play a key role supporting the NAPWHA team to deliver activities in line with NAPWHA's operational workplan. The *Digital Projects Officer* will work with all project staff to ensure that digital and online activities are professionally undertaken in a timely manner. Activities include; creating multimedia content including video, motion graphics and illustrations, coordinating webinars and online meetings, creating presentations for external meetings and conferences, production and design of promotional collateral, artwork creation and copywriting. The *Digital Projects Officer* will also work closely with the communications team to ensure NAPWHA's online presence is engaging and current. The role will work across a range of projects in the organisation and therefore effective working relationships will need to be formed with a range of staff, partners, and stakeholders. The ideal candidate will be a motivated individual who is passionate about community, health, and equity with relevant experience.

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 *Digital Projects Officer* will work collaboratively with other staff, members and key stakeholders to maintain the organisation's national leadership on contemporary health issues facing people living with HIV in Australia.

Key Responsibilities

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

- Creating multimedia content including video, motion graphics and illustrations.
- Creating visual assets such as slide decks, keynotes, conference posters and infographics for a range of events and activities across the organisation.
- Coordination of webinars and online meetings.
- Work collaboratively with the NAPWHA team to ensure all digital and online project needs are met.
- Prioritise and schedule work effectively, anticipating problems and adjusting the allocation of resources and time accordingly.
- Maintenance of NAPWHA's databases.
- Participate in regular team and project meetings.
- Attend events, committee meetings and functions as and when appropriate.
- Other duties as required by the management team, line manager and Executive Director.

Key Selection Criteria

1. Minimum of 2 relevant experience in a digital role.
2. Experience with a range of multimedia design and video editing software packages.
3. Proven ability to work collaboratively with a small team, to meet project targets and goals.
4. Strong creative skills and a keen eye for detail.
5. Excellent verbal and written communication skills.
6. Exceptional interpersonal skills and the ability to work with a diverse range of stakeholders.

7. Highly developed administrative and organisational skills, including the ability to prioritise and manage work efficiently and accurately within strict timeframe.
8. Ability to work independently with exceptional time management.
9. 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.

Desirable Criteria

10. Strong understanding of contemporary experiences of HIV and with the communities which NAPWHA works.
11. A degree specialising in Public Health or nursing (or equivalent).

People living with HIV a strongly encouraged to apply.

CONDITIONS: This position is offered on a 12-month fixed-term contract effective from February 2023.

The position 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.