The Fred Hollows Foundation

JOB DESCRIPTION

Role Information			
Job Title	Aboriginal and Torres Strait Islander Engagement Coordinator	**Division / Location**	Indigenous Australia Program Melbourne, Australia
Date	September 2017	**Career Band**	Professional
Employment Type	Full-time permanent position	**Role balance guide**	**People:** 20% **Operations:** 30% **Technical:** 50%
Name	Vacant		
Role summary	Working as part of The Fred Hollows Foundation's (The Foundation) Indigenous Australia Program (IAP), this role guides the development and implementation of the advocacy framework and associated initiatives from a sound policy basis; and, identifies, instigates and manages key stakeholder relationships both internally and externally to The Foundation; Key areas of accountability include: • Advocacy development and implementation • Stakeholder and Relationship Management • Campaigns and communications • Strategic advice • Project and Event Management • Team Contribution • Values and Behaviour • Health, Safety and Wellbeing		
Reporting & Requirements	• **Reports to:** Assistant Manager - Advocacy, Engagement and Development Effectiveness • **Member of:** Advocacy, Engagement and Development Effectiveness Team • **Required:** Travel as required – locally and internationally (including rural and remote areas) • **Required: This is an identified Aboriginal and/or Torres Strait Islander position.** • **Working with Children:** This position is recognised as potentially having access to Children.		
Role Relationships	**Relationship with Manager** • Manager assigns tasks and is accountable for performance and development	**Works with these roles** • This position works collaboratively as part of the IAP and broader organisation (domestically and globally). • External partners and stakeholders (including governments and peak bodies) • Local and national media	

Core accountabilities

Advocacy Development and Implementation

- Lead role in the development and/or refinement of the IAP Advocacy Framework.
- Lead the development of the IAP Advocacy Frameworks Implementation Plan, including monitoring and evaluation measures.
- Work with the Assistant Manager to provide strategic, political and policy advice to the IAP Manager and IAP management team in relation to the IAP Advocacy Framework and Implementation Plan.
- Work closely with relevant areas of The Foundation to ensure appropriate internal involvement and action in achieving the advocacy goals.
- Work with the Policy, Advocacy and Engagement team to design and manage policy, advocacy and research projects and initiatives, and translate policy issues into key messages, able to be understood by a wide audience.
- In collaboration with the Assistant Manager lead the establishment and consolidation of IAP networks with relevant stakeholders and partners to support advocacy initiatives.
- Prepare and coordinate key messages and communications materials to contribute to The Foundation's and the IAP's advocacy goals.

Stakeholder and Relationship Management

- Lead role in developing and maintaining effective relationships with The Foundation's diverse member base, external policy experts, parliamentary offices, Government officials and other stakeholders to progress The Foundation's IAP Advocacy Framework.
- Build strategic level partnerships with state and national organisations, including eye health, Aboriginal and Torres Strait Islander health organisations, both government and non-government.
- Support The Foundation in advocacy activities such as meetings with Members of Parliament, inquiries and conferences, as well as through media engagement.
- Work with Public Affairs Division (and global teams across The Foundation) to ensure advocacy and engagement messages are consistent with IAPs Advocacy Framework.

Project and Event Management

- Contribute to program and project development, implementation, management, evaluation and communication of programs and activities.
- Demonstrated experience in designing and leading effective projects and an ability to manage multiple tasks, timelines and priorities.
- Identify and prioritise tasks, establish a course of action and develop schedules to ensure that work is completed within deadlines and within budget.
- Develop and implement quality project plans to ensure effective translation of Aboriginal and Torres Strait Islander policy goals into actionable strategies and plans.

Team Contribution

- Constructively contribute and collaborate with all colleagues.
- Deliver high quality work that supports our Country Program and global operating environment.
- Demonstrate compliance with all legislation and The Foundation's policies and procedures.

Values and Behaviour

- Promote and role model appropriate behaviour to support The Foundation's culture, performance and brand.
- Actively support The Foundation's commitment to the principles of diversity, inclusion and EEO.
- Actively demonstrate the organisational values:
  Integrity: We stand up for what is right
  Collaboration: We are stronger together
  Empowerment: We make a difference
  Action: We focus on results

Health, Safety & Wellbeing

- Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of yourself or others in The Foundation.

Person Specification		
	Essential	**Desirable**
Qualifications, Experience and Knowledge	**Experience** • Demonstrated ability to communicate with Aboriginal and Torres Strait Islander peoples and understanding of health issues effecting Aboriginal and Torres Strait Islander peoples. • Demonstrated ability to maintain positive public relations with external stakeholders and partners. • At least 5 years' experience in working in an advocacy or stakeholder engagement role • Demonstrated ability to identify and implement advocacy activities, including developing submissions, building relationships and understanding government processes • Demonstrated ability to providing advice on policy issues, including articulation of key messages to a range of stakeholders • High level experience writing and presenting in various formats for internal and external audiences. **Knowledge** • Demonstrated understanding of the political, economic, social and environmental issues and trends.	**Qualifications** • Relevant tertiary qualifications e.g. advocacy, public health, policy, or other related fields. **Experience** • Previous experience within a not-for-profit organisation. **Knowledge** • Knowledge of national and jurisdictional public health issues across Aboriginal and Torres Strait Islander eye health. • Understanding of advocacy, campaign and communication approaches.
Skills and Attributes	**Skills** • High level ability to build and maintain internal and external partnerships and relationships. • Demonstrated high level written and verbal communication skills, including ability to use tact, diplomacy and persuasiveness. • Demonstrated ability to work in diverse circumstances in a culturally appropriate manner. • Conceptual, analytical and problem solving skills. • Initiative, flexibility and demonstrated drive to achieve results. • Established network of relevant external contacts. • High level organisational and project management skills. • Advanced computer skills in Microsoft Office and other relevant software packages (e.g. Outlook, Power Point, Desktop Publishing, etc). • Demonstrated integrity and commitment to The Foundation's Strategy and Guiding Principles. **Attributes** • Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardise processes • Work inclusively and collaboratively across the IAP and The Foundation. • Ability to work under pressure and meet tight deadlines. • Demonstrated cross cultural written and verbal communication skills. • Demonstrated ability to work effectively in a small team with limited support and respond and easily adjust to changing work demands.	
Other	• Eligibility to work in Australia. • Preparedness to undergo background checks including Criminal records check and qualifications check. • Preparedness to undergo an additional working with children check. • Availability to travel domestically and internationally, including to regional and remote communities.	

This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans for more specific details