



Forum Content Officer
Global Ideas Forum, Global Ideas

THE OPPORTUNITY

Global Ideas is an interdisciplinary community committed to practical action for global health equity.

Global Ideas is on a mission to create and connect the next generation of global health leaders, and therefore we seek to engage younger people in Australia to build their capacity to lead change for better health equity in Australia and our region.

Recognising that global health challenges are complex, unpredictable, interdependent and often driven by factors outside the health sector, our programs draw participants from our diverse, next-generation, interdisciplinary community to provide action oriented learning in three Programs including:

- The **Global Ideas Forum**, *our popular annual conference*. A foundational crash-course on cutting-edge global health thinking, presented by leading global experts and home-grown innovators from a diverse array of industries and perspectives.
- The **Global Ideas Labs**, *small group facilitated discussion*. This series provides deeper dives into challenging topics relevant to the Asia-Pacific. Curious audiences will interact with panels that bring an unusual cross-disciplinary mix of next-gen practitioners together with the latest in global health research and thinking.
- The **Global Ideas Design Jams**, *problem-based experiential learning for global health action*. The Design Jam series brings the process of design thinking and entrepreneurship to the global health and development context.

YOUR ROLE

We invite applications for the position of **Forum Content Officer**. The Forum Content Officer has responsibility for delivering, alongside the Forum Content Lead and the rest of the Content team, the academic program for the Global Ideas Forum. You will report to the Forum Content Lead. As Forum Content Officer you will help to deliver an exciting conference program that propels newcomers on the journey from acquiring broad global health knowledge and skills, to sparking ideas and action.

You will accomplish this through:

- **design:** identifying a stimulating annual theme in global health, and developing an exciting learning program on that theme that includes drawing on the arts to encourage delegates to think differently about their world and shaping healthier lives,
- **co-ordination:** liaising with the Global Ideas Labs Convenor to realise the benefits of co-ordinating (themes, speakers, participants) with the Labs that are held at different times during the year,
- **sourcing:** identifying and inviting thought leaders and practitioners from diverse industries to present and participate in the conference program,
- **delivery:** liaising with the Logistics team regarding the delivery of the program sessions.

SKILLS & SELECTION CRITERIA

A successfully appointed Forum Content Officer will be an effective program manager who can:

- **relate:** confidently and maturely develop relationships with a diverse range of senior stakeholders such as Faculty and Partners, including negotiating better outcomes,
- **lead:** inspire, foster and influence others, instigate and engage in constructive debate, and adapt to evolving circumstances and understanding,
- **manage:** take initiative and work independently, manage small teams effectively, including superior prioritisation and problem solving skill,
- **curate:** develop a stimulating conference program through
 - being up to date with current thinking in global health impact, with a deep understanding of the development context, ethics and sustainable development,
 - wielding this in conjunction with creative flair and future focus.
- **improve:** continuously improve through an unrelenting commitment to knowing and responding to the user experience, and how people progress from knowledge and skill to ideas, opportunity and global health action.

Our standard is high, but we will assess each individual application on its merits. Both demonstrable talent and experience are welcome, there is no single formula!

To be considered for this role you must also be able to:

- have regular in-person contact in Melbourne,
- commit to this role commencing now for at least 18 months,
- commit up to 10 hours per week,
- attend the *Global Ideas Forum* September 8th-10th 2017.

BENEFITS

- You will shape the key global health leadership and innovation conference for Asia Pacific as you expand its reach,
- You will be immersed in a purpose-driven and supportive community of exceptional people from diverse industries delivering sustainable global health impact,
- You will develop strong relationships with next-generation global health leaders, industry partners and impact investors,
- You will lead the development of an exciting new global health education initiative with practical outcomes.
- This is a volunteer role. *The cost of incidentals will be covered.*

APPLICATION PROCESS

Send the following to applications@globalideas.org.au:

1. A **cover letter** to address the selection criteria above
2. A **CV or resume** that includes the contact details of two professional referees (these will not be contacted unless shortlisted for interview)

Interviews will be held in Melbourne and the role will commence immediately following, subject to a 3 month probationary period. More information on interviews will be provided to short-listed applicants.

Candidates must be able to commit to the role for a minimum of 18 months. For any queries, please email the Director of Programs, Rangi De Silva at rangi.desilva@globalideas.org.au. We look forward to your application.