



Labs Program 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

The *Global Ideas Labs* Program Officer responsibility for the organisation and delivery of specific events in the Labs series in conjunction with our program partners. You will report to the Labs Convenor and the Director of Programs. *Global Ideas Labs* are monthly, for three hours on a midweek evening, to complement and extend the *Global Ideas Forum* program.

As the **Global Ideas Labs Officer** you will deliver stimulating events within a series in partnership with leading global health academics and journals, local global health Institutes, the Global Ideas community, and the media. You will:

- **design:** negotiating with our program partners specific topics for presentation, and liaising with the Forum Content Managers to realise the benefits of co-ordinating with the annual *Global Ideas Forum* (themes, speakers, participants),
- **develop:** formalise a template approach to the Labs series that can be replicated by other teams in interstate and international settings,
- **sourcing:** identifying and inviting thought leaders and practitioners from diverse industries and fields and other practitioners to be present, debate and facilitate panel discussion,
- **distribution and marketing:** promoting the reach and growth of Global Ideas through attendance at the Global Ideas Labs Series, with the guidance and assistance of the Director of Communications and our Community team, such as by conducting media interviews and webcasting high quality audio-visual recordings of sessions,
- **delivery:** ensuring logistics are met for a productive and rewarding event experience, including venue bookings, and arranging travel and accommodation for panellists as appropriate, catering and drinks,
- **improvement:** ensuring continuous improvement so lessons from our experience are fed back into the Program for both the current and future participants.

SKILLS & SELECTION CRITERIA

The successfully appointed **Global Ideas Labs Officer** will be a creative and effective project 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,
- **curate:** develop a stimulating event series through
 - being up to date with current thinking in global health impact, with a deep understanding of the development context, ethics and sustainable development,
 - passion and enthusiasm for engaging a wide audience of purpose-driven younger people to deliver on the promise of health for all.

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 5-10 hours per week and attend the *Global Ideas Forum* Sept 8-10th, 2017.

BENEFITS

- You will lead the development of a new and exciting global health initiative aiming to close the gap between research and practical action,
- 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,
- *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 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.