



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

## GENERAL DETAILS

### Position Title

Labs Coordinator

### Duration of Position

12 months with the option to renew for a further 6 months  
(3 month probationary period)

### Working Hours and Start Date

Immediate start

0.2 EFT Approx 5 - 7 hours per week\*

\*Fluctuates depending on peak program delivery periods.

## ORGANISATION OVERVIEW

Global Ideas is a not-for-profit with the mission to create an interdisciplinary community committed to practical action for global health equity. We aim to educate and provide access to global health specialists by creating programs which can be weaved around full-time work and study.

In 2019 Global Ideas will be running the following two program for both the general public and our corporate partners:

### Global Ideas Labs

Our Labs inspire deep engagement on a single global health issue, with a content expert leading an interactive session aimed at translating the latest academic research into practical solutions for change. We help participants improve their understanding of global health and their role as practitioners. We also provide a space for diverse opinions and encourage participants to build their networks and reflect on their own values and worldview.

Global Ideas is a not-for-profit Australian Public Company, limited by guarantee, and ACNC registered charity of the purposes of education.

## Global Ideas Design Jams

Jams are small group workshops designed to develop familiarity with and apply the tools of human-centred design to global health issues. They are facilitated by internal and external experts, with real-life case studies provided by our partner organisations.

## POSITION OVERVIEW

Global Ideas is seeking an experienced and motivated individual with excellent organisational skills and professional networks to join our Executive Team. The successful candidate will have the chance to contribute to the development of a unique organisation at the forefront of education for global health action.

As a Labs Coordinator, you will be responsible for coordinating our Labs program for 2019. Initially this will involve planning the strategic vision for the program alongside a small team and the Labs Program Manager. This will include determining the style and content of the Labs, as well as creating a work-plan and the division of logistical tasks within the team. Following the planning stage you will be responsible for the implementation of 3 - 4 Labs for the year which includes sourcing guest speakers, panel members and all event coordination (e.g. venue hire, catering).

The Labs Coordinator reports to the Labs Program Manager.

## YOUR ROLE

As a Labs Coordinator you will deliver a stimulating event series in partnership with leading global health academics and journals, local global health institutes, the Global Ideas community, and the media. You will be responsible for:

- **Program Content:** Determining the strategy, content and structure of the Labs program for 2019.
- **Logistical Planning:** Coordinating venue bookings, catering and other incidental administrative tasks for the program to run smoothly and effectively. This includes working to set budgets.
- **Leveraging Networks:** Maintaining and growing our relationships with our partner organisations and global health experts. You will find new leads for potential contributors and collaborators.

- Sales and Marketing: Working alongside the Media and Community Management team to support the promotion of the Labs program.
- Content Capture: Working with the Media and Community Management team to effectively capture content for our podcast series.

## SKILLS & SELECTION CRITERIA

You will demonstrate the necessary skills and experience to:

- Communicate: Communicate effectively and clearly.
- Organise: Stay on top of tasks, work to deadlines and effectively coordinate workflows with your team.
- Work Proactively: Work independently and without supervision.
- Curate Content: Cultivate a deep understanding of the developments, context and ethics in sustainable development and global health.
- Network: Establish new relationships with external stakeholders and build and maintaining existing relationships.

## REQUIREMENTS

To be considered for this role you must be available for:

- Monthly face-to-face meetings with the Board and Executive Team (held on weekends).
- Short fortnightly evening teleconferences.

## BENEFITS

Besides offering exceptional professional development experience, the role will also provide the following benefits:

- Joining a purpose-driven and supportive community of exceptional people from diverse industries leading change in global health,
- Developing strong relationships with next-generation global health leaders, industry partners, impact investors, philanthropists and governments,
- Shaping the development of a unique organisation at the forefront of education for global health action in Australia,
- Extending your experience and capabilities in creating social impact.

## APPLICATION PROCESS

Send the following to [amelia.rhodes@globalideas.org.au](mailto:amelia.rhodes@globalideas.org.au)

1. A cover letter to address the selection criteria above and includes a statement about why you are applying for this role.

2. A short extract or example of your writing. Examples may include previous university assessments/essays, any articles/journals contributions.
3. A CV or resume.

Only PDF files will be accepted.

Interviews will be held in Melbourne. More information regarding interviews will be provided to short-listed applicants. For any queries please email our Executive Director Amelia Rhodes at [amelia.rhodes@globalideas.org.au](mailto:amelia.rhodes@globalideas.org.au)

We look forward to your application.