



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

GENERAL DETAILS

Position Title

Forum Convener

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 hours a week)*

*Fluctuates depending on program delivery period.

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.

Global Ideas Forum

This year we are planning to deliver two single-day Forums in partnership with partner organisations. The Forum is a 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.

POSITION OVERVIEW

Global Ideas is seeking an experienced and motivated individual with excellent organisational skills, global health knowledge 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.

The Forum Convener is primarily responsible for creating the academic and cultural programs for the Global Ideas Forum. You will report to the Director of Programs and deliver the Forum in collaboration with a small team of volunteers. As a Forum Convener you will deliver an exciting conference program that propels newcomers on the journey from acquiring broad global health knowledge and skills, to sparking ideas and action.

YOUR ROLE

As a Forum Convener you will deliver stimulating Forum events in partnership with leading global health academics and journals and local global health institutes. You will be responsible for:

- **Program Content:** Determining the style, content and program of the Forum with the assistance of the Director of Programs. This includes developing a thematic focus which is of interest to the Global Ideas audience and a clear content pitch for potential partners and the Global Ideas marketing team.

- **Leveraging Networks:** Utilising our networks to source experts to develop and deliver the Forum program, this includes booking keynote speakers, members for panel events and partners to assist in delivery of workshops and design sprints.
- **Sales and Marketing:** Working alongside the Media and Community Management team to support the promotion of the Forum. This includes preparing marketing briefs.

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.
- **Marketing:** Understand how the Forum program can motivate and engage the Global Ideas crowd in a meaningful way.

REQUIREMENTS

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

- Monthly face-to-face meetings with the Board and Executive Team.
- Short weekly 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 an 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

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 many 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

We look forward to your application.