

Director of Programs
Board of Directors, Global Ideas

THE OPPORTUNITY

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

The Director of Programs will be a strategic leader and master of operations to execute the Global Ideas strategy to shape and connect the next generation to lead change in global health. We believe that through education for global health action, the Global Ideas community will be equipped and motivated to make a difference to the health of the communities in which they live and work.

5 hours per/week

YOUR ROLE

As the **Director of Programs**, you will deliver the activities required to shape and connect the next generation to lead change in global health, through:

- **Content Curation**
 - Advance content development and execution.
 - Provide oversight on the content of the program.
 - Create a cohesive narrative to the 2019 program
- **thought leadership:** understand, explain and frequently reiterate to internal and external stakeholders the Global Ideas social empowerment model of change, generate buy-in for our model of impact.
- **program facilitation:** plan, design and implement the program
- **operational management:** delivering high quality programming on-time and on-budget with responsibility for the following:
 - Oversee the Labs Program team with all logistical requirements of the program (e.g. booking venues, catering coordination etc.)
 - Program design and evolution
 - Logistics including venue management, catering and technical production
 - Budget including pricing and sales of events and sponsorship packages, in collaboration with Director of Finance and Director of Partnerships.
 - Monitoring, evaluation and improvement in collaboration with the Board of Directors.
- **people management:** oversee a Portfolio team of volunteers, including further recruitment where appropriate, to assist in your delivery of impact.
- **partnerships:** working with the Chair and Executive Director to pursue partnerships opportunities to sustainably develop Programs.

SKILLS & SELECTION CRITERIA

The **Director of Programs** will be a master of translating strategy into operations and learning from experience to deliver continuous improvement for lasting social impact, and be able to:

- **Knowledge** Solids basis in global health and development
- **create:** wield vision and passion to create and evolve a portfolio of Programs that create lasting social impact
- **communicate:** inspire others to join the Global Ideas journey by explaining our unique impact model and the unique benefits of volunteering for Global Ideas,
- **lead and develop:** enhance the capacity of Program teams to develop testable assumptions and actionable metrics to become a learning organisation,
- **relate:** confidently and maturely develop productive collaborative relationships with internal stakeholders and external stakeholders,
- **manage:** take initiative and work independently, manage small teams effectively, ensure that volunteer time is used productively,
- **problem-solve:** effectively engage in iterative problem-solving, engage in constructive debate, developing novel insights and solutions, based on a broad understanding data-driven decision making,
- **prioritise effectively:** carefully juggle multiple competing demands while faithfully executing on agreed responsibilities by deadline,
- **focus on the detail:** ensure oversight and accountability of Program teams by monitoring progress and being carefully across the key details of operations.

Relevant experience and demonstrable impact will be seen favourably. Experience with human centred-design tools, lean entrepreneurship and logic models will be highly valued. Both demonstrable talent and potential 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 *up to* 5 hours per week (this may increase immediately before events and other activities),
- be available for monthly face-to-face meetings of the Board and short weekly teleconferences.

BENEFITS

- You will be immersed in a purpose-driven and supportive community of exceptional people from diverse industries leading change in global health,
- You will develop strong relationships with next-generation global health leaders, industry partners, impact investors, philanthropists and governments,
- You will have the chance to shape the development of an unique organisation at the forefront of education for global health action in Australia,

- You will have the chance to extend your experience and capabilities in creating social impact.
- *This is a volunteer role. Incidental expenses will be covered.*

APPOINTMENT AS A DIRECTOR

- Global Ideas Forum (trading as Global Ideas), is a not-for-profit Australian Public Company, limited by guarantee.
- Appointments to the Board are for an initial two year term, with the possibility of extension. We are a registered educational charity, and each Director will be registered with ASIC. Directors take on statutory responsibilities under the Trade Practices Act, it is your responsibility to be familiar with these and exercise your duties accordingly.
- For any queries, please email the Chair of the Board of Directors, Lloyd Nash at lloyd.nash@globalideas.org.au.

APPLICATION PROCESS

Send the following to lloyd.nash@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.

We look forward to your application.