

Communications Coordinator – Part time (flexible 3 days per week)

Maximum term part time contract to 30 June 2024

- Grow your career – use and develop skills across a wide range of communications activities
- Loads of variety, integral role within a supportive & friendly team
- Market salary with generous NFP salary packaging available
- Flexible hybrid working options

As a collective impact organisation made up of 10 academic, research and clinical member institutions, the VCCC Alliance is changing the way we tackle cancer in Victoria.

Through innovation and collaboration, our alliance is leading integrated, research-driven, consumer-informed, cancer research, education and patient care. We work together to improve the system and accelerate the translation of scientific evidence into better outcomes for people affected by cancer.

About the Opportunity

This role will appeal if you are seeking to further your communications career and/or looking for the flexibility of working part-time while also providing satisfying challenges in a dynamic, fast-paced environment. The role may also suit you as you work toward completing your post-graduate studies in communications or marketing. Spread of days and hours will be negotiated with the successful applicant.

You will enjoy applying your creative writing and presentation skills in the communications you create while simultaneously demonstrating your strong and pragmatic organisational ability when managing the administrative responsibilities of this role. This is a terrific opportunity to be an integral member of a friendly team, working with and mentored by experienced communication specialists who produce high quality work. As the central Communications Coordinator, you will have the opportunity to collaborate with a wide range of internal and external stakeholders that will provide you with a range of interesting and valuable experience within the health sector.

Key Responsibilities

The key responsibilities for this varied role include:

- Production of weekly e-newsletters for internal and external audiences
- Development of a range of communications material for varied purposes including slides and presentations, website content and newsletter items



- Social media activities including message development and content creation
- Managing the CRM database
- Coordinating the photo and video library, logos and brand assets
- Coordinating production and stocks of merchandise
- Provision of secretariat support for Victorian COVID-19 Cancer Network (VCCN)

About You

You will be a proactive and adaptable individual who likes having room to use your initiative while also enjoying working with a professional teams and collaborating with others.

You will have:

- Excellent interpersonal, organisational and communication skills
- Experience writing content for corporate communications purposes
- Digital communications experience (website and social media) ideally gained within a large and/or complex organisation
- CRM maintenance and integration skill combined with general administrative experience
- Project management experience beneficial and previous experience in health medical sector an advantage.
- Excellent written and verbal communication skills with attention to detail
- Proven ability to prioritise and communicate priorities
- Proficiency in Microsoft Office Suite including PowerPoint and Excel
- Competent in social media content, with proficiency in graphics and video editing using tools such as Canva and Adobe Creative Cloud.
- Undergraduate degree in communications or related field

About the VCCC Alliance

The vision for the VCCC Alliance is to save lives through the integration of consumer-engaged cancer research, education and patient care.

Founded in the holistic principles of the internationally-recognised Comprehensive Cancer Centre model, the VCCC alliance brings together 10 of Victoria's leading research, academic, and clinical institutions to achieve what can only be done through state-wide collaboration. Together we will improve outcomes in cancer in metropolitan, regional and rural Victoria, and forge new approaches to cancer research, education, and patient care for all.

The VCCC Alliance's multi-site, multi-disciplinary model brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health



(including The Royal Melbourne Hospital), the University of Melbourne, Walter and Eliza Hall Institute of Medical Research, The Royal Women's Hospital, The Royal Children's Hospital, Western Health, St Vincent's Hospital Melbourne (including St Vincent's Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children's Research Institute.

VCCC Alliance's tight-knit staff team form a backbone working to enable collaborative efforts across the VCCC Alliance and beyond.

Team Values

Better Together *we connect and support to empower sustainable change*

Integrity *we are respectful of the cancer community and accountable for our contribution*

Bold *we cultivate ideas and dare to innovate*

Patient-Centred *we place patients with cancer at the centre of all we do*

For All *we champion equity of cancer care for every Victorian*

Equity & Inclusion

The VCCC Alliance values diversity and is an equal opportunity employer. We are committed to providing an inclusive work environment, free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation.

Contact for Enquiries

For further information regarding the role, please contact Avalee Weir, Head of Communications and Community: avalee.weir@unimelb.edu.au

Secondment

With the ongoing objective of enhancing relationships with our alliance partners, this position may be able to be arranged as a secondment within a VCCC Alliance partner organisation. Employees within the VCCC Alliance are encouraged to contact Caroline Bando, Business Partner People & Culture via caroline.bando@unimelb.edu.au to explore the possibility of a suitable arrangement.

TO APPLY

For a copy of the position description and more information about the VCCC Alliance, please go to our website <https://vcccalliance.org.au/opportunities/>.



Applicants must have permanent residency to be considered.

For applications to be considered please forward your CV and a covering letter outlining the key reasons for your interest in the role addressing the key selection criteria in the position description on the VCCC Alliance website.

Please lodge your application via Seek, no later than **5pm Tuesday 15 March 2022**. The closing date may be brought forward if applications meeting the key selection criteria are received in advance of this date.