Reporting to the Chief Operating Officer at the Nossal Institute, an exciting secondment opportunity has arisen for an experienced and proactive Communications Coordinator. The secondment will be for a 6-month period at 0.6 FTE (with a possible extension), commencing in June 2020.

The Nossal Institute Limited is a not-for-profit subsidiary company of the University of Melbourne and the operating arm of the Nossal Institute for Global Health.

The Nossal Institute for Global Health (Nossal), is one of the centres of the Melbourne School of Population and Global Health, in the Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne and works towards contributing to improved global health through research, evaluation, education, advocacy and inclusive development practice.

The successful candidate will be responsible for coordinating the Institute’s marketing communications including:

- Supporting technical units to draft content, review and proof documents or reports that aim to communicate the findings of research projects or the impact of the Institute’s other activities for a wide audience
- Proactively translating the work of the Institute into communication opportunities
- Managing the Institute’s website, coordinate social media content, and oversee the updating and development of marketing materials

The successful candidate will have strong experience in research communication or communication about complex projects in low and middle income countries; as well as possessing demonstrated high level written communication skills and competence in website publishing, Mailchimp and social media. The ability to be responsive and manage work with good time management and project management is essential.

Further details and Selection Criteria can be obtained from the Position Description or by contacting Matt Ralston, COO on 0411 110 712 or matthew.ralston@unimelb.edu.au – please do not send your application to this address.

How to apply:

Interested candidates are requested to send an EOI outlining the alignment of their skills and experience to the role. A discussion will be held with shortlisted candidates.

EOIs are to be forwarded to Nossal-HR@unimelb.edu.au

Applications close Tuesday 9 June 2020 at 5pm