

INNOVATION UNIT AUSTRALIA NEW ZEALAND

POSITION DESCRIPTION:
PROJECT OFFICER
JUNE 2024

ABOUT INNOVATION UNIT

Do you want to tackle big social challenges and address inequalities?

We join forces with communities, government and other partners to develop, grow and scale new possibilities that address challenges and inequalities and shift the systems that hold existing arrangements in place.

Innovation Unit is a social enterprise that supports social innovation and change.

We work in education, the social and community sectors, health and wellbeing and justice. Our projects are diverse and varied, but usually involve designing services, strategy and policies; running research and evaluation; convening diverse groups and facilitating collaborative work; and supporting implementation and scale of new ideas and approaches.

As social innovation practitioners, we are always learning new things about how to support and sustain change. We work collaboratively and bring different kinds of knowledge and expertise together around a challenge, involving everyone who needs to be part of the change.

Our approach to helping partners achieve impact is informed by 20 years of projects in local and international contexts. We operate in Australia, Aotearoa/New Zealand and the UK, and also run programs in other international contexts. The Australian team is small but mighty, working closely with our global networks and a talented pool of Associates in our projects. Our people are designers, facilitators, researchers and coaches with deep connections to the communities and professional contexts in which we work.

ABOUT THE ROLE

This role presents an opportunity to contribute meaningfully to social innovation and systems change projects in Australia and internationally, learning alongside our brilliant partners and team members. The Project Officer will be an important addition to our small, growing Melbourne team, providing support to our core business and across multiple, diverse projects.

We are looking for someone with exceptional relational and organizational skills, who can bring strong research, communication and administrative support to our work. The Project Officer will be a great team-player and as well as being able to work independently and proactively to support projects and the team.



The Project Officer will manage multiple projects with ease and will enjoy working in a fast-paced environment with flexibility to support work across geographies and time zones. Some travel will be expected as part of this role and the day-to-day arrangements for working will combine working-from-home with working from a shared office in the Melbourne CBD.

Reporting to the Director in Melbourne, the Project Officer will also work dedicated hours directly with Innovation Unit's Chief Executive, providing remote support around central administrative and operational functions of our business and international programs.

KEY ACTIVITIES/RESPONSIBILITIES

| | |
|-----------------------------------|--|
| PROJECT COORDINATION AND DELIVERY | <ul style="list-style-type: none"> • Build and maintain excellent relationships with clients, partners, and all project participants. • Organise and set-up meetings, make notes/take minutes, understand/raise project risks. • Lead on event logistics (online and in person) and supporting delivery of meetings and events, including capturing and synthesising information. • Draft and design event outputs, developing communication materials such as slides and web content. |
| RESEARCH AND SERVICE DESIGN | <ul style="list-style-type: none"> • Coordinate research and support research and design teams in their activities, including maintaining and protecting electronic databases, following a code of ethics and protecting any confidential information. • Undertake research and writing to contribute to policy briefings, research reports, workshop inputs and blogs • Support data collection and stakeholder engagement in research and design. |
| COMMUNICATIONS AND ENGAGEMENT | <ul style="list-style-type: none"> • Help us to craft and finalise project outputs (reports, slide decks, practice guides) bringing your design, editing, and proof-reading skills. • Create and share social media and newsletter copy promoting work across Innovation Unit's work • Spot and develop communications opportunities, developing ideas for boosting Innovation Unit's public presence based on live projects and priorities. • Coordinate stakeholder engagement and workshop logistics, including participant liaison, scheduling, venue, catering and resources. |

| | |
|------------------------------------|---|
| SUPPORTING CORE BUSINESS FUNCTIONS | <ul style="list-style-type: none"> • Support the team to win new business through tasks such as writing up case studies and helping to write proposals. • Support practical activities, such as securing quotes for and ordering merchandise and materials for projects and the office and liaise with the accounts team. • Other administrative support as required by the Chief Executive. |
|------------------------------------|---|

ABOUT YOU

- We want to work with people who want to use their energy and abilities to make a difference, in collaboration with others. You will be naturally collaborative and supportive, able to contribute what's needed to make something work.
- We always welcome fresh energy and perspective that shifts and improves how we think about things and how we do things. We are actively seeking diversity of experience and perspective as we know that this enriches us all.
- This work is never dull, often demanding and sometimes challenging. You will be happy on your feet, working with diverse groups of people, comfortable with ambiguity, offering up your analytical, strategic, creative and relational talents.
- You will be comfortable with your place of work varying and working remotely across different time zones. At times you may be working from home or hot desking, or visiting clients across Melbourne, Victoria or inter-state. You will be at ease on the telephone, on conference calls and webinars, at events, and working across Google Drive, as well as face-to-face with clients, partners and colleagues.
- You will be passionate about your own learning and development, setting development objectives and investing time in acquiring new skills and knowledge. You will love learning about social innovation alongside others in our team and in the context of our wider work.
- You will be comfortable supporting whole organisational processes, such as recruitment, reporting or office management.
- We will assume you bring Advanced Microsoft Office skills, with the ability to learn and take on other programs and software. Skills in Adobe Suite, including Adobe InDesign, Illustrator and Photoshop are not essential but would be highly desirable.

ABOUT YOUR EXPERIENCE

Below, we've listed some experiences that are relevant to this role. However we also know that people could bring a variety of different skills and experiences to this role, and may be switching into social innovation from other sectors. If you have experience in these areas please tell us. Please also include any other experience you think is relevant in your response.

- Working with children, young people and families
- Working with First Nations people, and in other culturally diverse communities and contexts
- Doing service design or working on social innovation or social impact projects
- Delivering services in social sector or public sectors contexts
- Coordinating and managing projects and events
- Running qualitative research and providing research assistance, including working with research ethics and governance
- Offering business support, office administration and Executive Assistance
- Doing communications design and creating compelling communications, such as writing for a public audience, designing graphics for publications and social media, growing an online following, and designing and coordinating communications plans /strategies.

ROLE DETAILS

LOCATION The successful candidate will be based in Melbourne and have the ability to travel across Australasia.

TYPE Ongoing

HOURS 0.6FTE (22.5hrs) with flexible days to be negotiated. Expectation to split working hours between CBD office and WFH.

HOLIDAY ENTITLEMENT Pro rata of 20 days annual leave plus public holidays relevant to your home state. An additional 3 days between Christmas and New Year is also customarily given at the Company's discretion.

SALARY \$80,000pa (\$48,000 pro-rata)

SUPERANNUATION 11.5% superannuation contributions.

REPORTS TO Director - Victoria, Innovation Unit Australia New Zealand

HOW TO APPLY

Send the following to teamanz@innovationunitanz.org by 12 noon AEST on Friday 5th July 2024:

1. A cover letter that tells us why this role interests you, how you meet requirements and the contribution you'd make to the team
2. A detailed CV outlining your experience including a link to your LinkedIn profile, your mobile number and email address.

Please email perrie.ballantyne@innovationunitanz.org to discuss this role or to ask questions.