



‘Multicultural Communications Outreach’ Senior Project Officer Position Description

Context

Multicultural Centre for Women’s Health (MCWH) is a national, community-based organisation which is led by and for women from immigrant and refugee backgrounds. We are committed to advancing the health and wellbeing of immigrant and refugee women, through our research, leadership, education and advocacy: our experiences, our stories and our voices.

MCWH works together with immigrant and refugee women, community organisations, health practitioners, employers, communities and governments to build and share knowledge, achieve equity and improve health and wellbeing for immigrant and refugee women.

In line with the exceptions outlined in the Equal Opportunity Act 2010, Section 28, MCWH prefers to employ women from immigrant and refugee backgrounds.

Position objectives

To work collaboratively with MCWH project and program staff, and bilingual health educators, to ensure the successful and timely completion of MCWH’s Multicultural Communications Outreach (MCO) Project. The MCO is funded by the Victorian Department of Families, Fairness and Housing. The role will be responsible for developing and promoting community-led content that encourages COVID-Safe behaviours and participation in the COVID vaccination program.

Organisational relationships

Internal

The Senior Project Officer reports to the Health Promotion Manager and is a member of the Health Promotion Team. The Senior Project Officer works collaboratively with all MCWH staff who are involved in the delivery of the MCO Project.

External

Relevant national, state and regional research, service delivery and policy bodies; media; community organisations., migrant and refugee women.

Extent of Authority

Day-to-day implementation of the MCWH Multicultural Communications Outreach Project.

Key Responsibilities

Project implementation

- Work collaboratively with MCWH staff to implement the project plan;
- Work with migrant communities to co-design and develop translated content on COVID-19 vaccine and COVID-safe behaviour;
- Develop an in-language video with migrant communities;
- Develop and implement communications strategies;
- Facilitate effective communication of project progress among MCWH staff and to key external stakeholders;
- Develop and implement evaluation and data collection plans;
- Assist in the preparation of reports for the funding body;
- Promote and distribute the project deliverables.

General (Responsibilities carried out by all staff)

- Represent MCWH externally as required;
- Undertake appropriate relationship analysis to inform work priorities;
- Prepare articles for publication or presentation as required;
- Participate in planning, development and evaluation of the organisation;
- Develop a regular work plan and participate in regular performance appraisal and professional development;
- Prepare work reports as required;
- Other duties consistent with the role and as negotiated with the Executive Director.

Selection Criteria

Essential

- Relevant tertiary qualifications;
- Minimum of 3 years' experience in a project implementation role;
- High-level of computer and digital literacy skills, including demonstrated experience using social media platforms;
- Excellent project/program planning, implementation and coordination skills;
- Excellent analytical and writing skills, including for a broad audience range;
- Excellent communication, interpersonal and negotiation skills;
- Demonstrated experience working with migrant and refugee communities in health promotion; and

- Commitment to, and understanding of, migrant and refugee women's issues from an intersectional feminist perspective.

Highly Desirable

- Fluency in a language other than English
- Victorian driver's licence

Special Requirements

- Some evening or weekend work may be required from time to time
- This role will be conducted remotely as prescribed by the restrictions placed on movement due to the COVID-19 pandemic.

Salary & conditions

- Part time position: 0.8 FTE (30.4 hours per week)
- SCHCADS Award Level 6.1
- Other benefits;
- Salary packaging-tax benefit of up to \$30,000 (grossed-up);
- Meal entertainment program;
- Above-award leave entitlements as outlined in MCWH EBA.

Period of appointment

6 months (project end date April 2022)

How to apply for this job

Applications should address the selection criteria and include an up-to-date CV. Please mark your application as 'Private and Confidential' and address them via email to:

Dr Joyce Jiang
Health Promotion Manager
Email: joyce@mcwh.com.au