



<b>POSITION DESCRIPTION</b>	
<b>Job Title:</b>	<b>Community Health Promotion Coordinator - ACT</b>
<b>Hours:</b>	15hrs per week
<b>Location:</b>	Red Nose - Chifley office
<b>Reporting to:</b>	National Health Promotion Manager
<b>Supervises:</b>	N/A
<b>Conditions of Service:</b>	Police Check, Working with Children Check, Referee Check

**ORGANISATION**

Red Nose is Australia's leading authority on safe sleeping and safe pregnancy advice and has been a key provider of bereavement support following pregnancy, infant and child loss for over 40 years. We work hard to ensure parents whose baby or infant dies suddenly or unexpectedly are able to access appropriate bereavement support and care; regardless of where they are based in Australia.

**POSITION PURPOSE**

The Community and Health Promotion Coordinator ACT reports to the National Health Promotion Manager and is an integral part of the education team. The role supports operations in line with Red Nose's business objectives and priorities within the ACT and is responsible for promoting Red Nose's work in providing health promotion training and education in perinatal and infant health and safety.

The Community and Health Promotion Coordinator is the key person on the ground, driving the success of the program, by researching, identifying and developing relationships with target stakeholders, including expectant parents, carers, health professionals and community groups in the ACT.

Key objectives of the role include providing information, education and public health messages on safe sleeping practices and bereavement support and specialised training to build knowledge and support for health professionals, police, emergency department staff and support workers.

KEY INTERNAL RELATIONSHIPS	KEY EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> <li>• Director of Prevention, Education and Research</li> <li>• National Health Promotion Manager</li> <li>• Education Team</li> <li>• Community Engagement Team</li> <li>• Bereavement Services Team</li> </ul>	<ul style="list-style-type: none"> <li>• Parents and carers</li> <li>• Health professionals</li> <li>• Emergency services</li> <li>• Communities and community groups</li> </ul>

## MAJOR DUTIES AND/OR RESPONSIBILITIES

<p><b>Health Promotion/Education</b></p> <ul style="list-style-type: none"> <li>• Ensure delivery of education/health promotion and associated reporting in accordance with the ACT grant requirements.</li> <li>• Provide safe sleeping and safer pregnancy advice to parents, carers, early childhood educators and health professionals via the Advice Line and Hub.</li> <li>• Provide specialised training to build knowledge and support for health professionals, police, emergency department staff and support workers</li> <li>• Actively respond to requests for information about safe sleeping and stillbirth prevention.</li> <li>• Disseminate information about the services of Red Nose and the Safe Sleep and Safer Pregnancy advice ensuring the information is accurate and references the latest best practice evidence.</li> <li>• Develop relationships with multiple internal and external stakeholders, including academics, health professionals, child carers, and the community.</li> <li>• Actively undertake and complete in an accurate and timely manner, allocated tasks that contribute to the implementation of successful community education and health promotion.</li> <li>• Collate feedback and undertake scheduled reporting ensuring attention to detail, thoroughness and accuracy.</li> </ul> <p><b>Community Networks</b></p> <ul style="list-style-type: none"> <li>• Build key contacts list by researching and identifying each target audience and develop relationships to support health promotion messages.</li> <li>• Plan and schedule information sessions / presentations</li> <li>• Identify new opportunities in line with Red Nose objectives and operational capability.</li> <li>• Represent Red Nose Education in ACT.</li> </ul> <p><b>General Duties</b></p> <ul style="list-style-type: none"> <li>• Participate in regular meetings with others, including Manager to review progress and provide/receive feedback.</li> <li>• Ensure that dealings with staff, volunteers and others are undertaken in a manner which supports and promotes the organisation's values.</li> <li>• Comply with the Code of Conduct, OHS, Bullying and Harassment; and other organisational and HR Policy and Procedures.</li> <li>• Use Red Nose resources efficiently, minimising cost and wastage.</li> <li>• Promote and contribute to workplace cohesion, harmony and productivity.</li> <li>• Active participation in protecting the health and safety of self and colleagues.</li> <li>• Promote and contribute to a safe, secure environment for staff, volunteers and visitors.</li> </ul>
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## SKILLS AND TECHNICAL EXPERTISE

<b>Essential</b>	<ul style="list-style-type: none"><li>• Highly developed interpersonal skills appropriate to establishing and maintaining effective working relationships with parents, volunteers and the wider community.</li><li>• Demonstrated skills in delivering educational presentations to a wide variety of audiences</li><li>• Strong written/verbal communication and presentation skills, including the use of digital technologies and computer programs.</li><li>• Good project management skills</li><li>• A high level of energy, enthusiasm and flexibility, along with a commitment to team work and a willingness to learn about Red Nose.</li><li>• Ability to understand the complex journey grieving parents undertake when they experience the death of a baby or child.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Relevant qualifications in health, social sciences or equivalent</li></ul>

## PERSONAL ATTRIBUTES

<b>Essential</b>	<ul style="list-style-type: none"><li>➤ <b>Welcoming – creating spaces of comfort, collaboration and belonging</b></li><li>➤ <b>Courageous – comfortable with the uncomfortable.</b> willing to have a go, identify mistakes and learn from them</li><li>➤ <b>Accountable – demonstrating integrity in everything you do</b></li><li>➤ <b>Respectful – valuing the contributions of all</b></li><li>➤ <b>Everyone together– working with passion for our cause</b></li><li>➤ Resilient - the ability to work through, withstand and recover quickly from difficult situations.</li></ul>
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