



## **PROJECT AND ADMINISTRATION OFFICER (VOLUNTEER OR INTERN)**

Join a passionate, small team making a real difference in the lives of marginalised, vulnerable and disadvantaged women as they go through pregnancy, child birth and early stages of parenting.

Working closely with and reporting directly to the CEO, you will bring a can-do attitude, drive and determination to get things done with limited resources. You will have autonomy in managing and implementing key strategic projects and administrative tasks with the support of the CEO and broader team.

### **About Birth for Humankind**

Established in 2014, Birth for Humankind is a not-for-profit organisation that provides maternal health education and social support services across the greater metropolitan Melbourne to women experiencing disadvantage. We believe that every mother should have access to appropriate care and support during pregnancy, birth and early parenting.

We reduce health inequity by building the confidence and preparedness of mothers experiencing disadvantage, and advocating for a more equitable, respectful maternal health system.

### **Our programs include:**

**Doula support:** matching women with volunteer doulas (skilled birth support professionals) to provide continuity of care, personal and emotional support and improved access to services.

**Group education:** targeted, appropriate and social support programs for mothers who face barriers to accessing mainstream services.

**Research and advocacy:** through research, programmatic evidence and modelling best-practice continuity of care we work to influence the maternal health system to better support women experiencing disadvantage.

Our organisational values are trust, equity, celebration, respect and connection.

For more information visit our website: [www.birthforhumankind.org](http://www.birthforhumankind.org).

## About the role

**Position title:** Project and Administration Officer (Volunteer or Intern)

**Reports to:** CEO

**Direct reports:** No direct reports

**Based at:** Birth for Humankind, Our Community House, 552 Victoria Street, North Melbourne, VIC 3051 (some home-based working possible)

**Term:** Minimum four months, 1 to 2 days a week (negotiable). Fully flexible working arrangements.

## Key tasks and responsibilities

This volunteer role will provide project management and ongoing operational and administrative support to the CEO and work collaboratively with the broader team.

Given the volunteer nature of the role, there is planned flexibility over the projects and tasks you take on, in order to align with your interests, experiences and desired areas for development. This will also align with your availability.

We understand that the scope of this role may change significantly depending on your availability or interests. If you can commit approximately 2 days a week for a minimum of four months it can be structured as an internship/career change program. If you have less availability, or are at a different stage of your career, we can identify key project tasks for you to complete.

This may include, but is not limited to:

### Project management:

- Oversee the management and implementation of key strategic projects and partnerships, including liaising with project partners (e.g. leading public maternity hospitals), providing administration and coordination support to project participants, documenting processes, attending meetings with the CEO, coordinating volunteers;
- Designing and developing processes to improve efficiency and effectiveness of Birth for Humankind operations, including but not

limited to: administrative processes, communications management, stakeholder relationship mapping.

**Communications:**

- Gathering stories and evidence to be used in Birth for Humankind communications;
- Drafting articles for publications on behalf of the CEO;
- Scheduling and processing communications content through online e-marketing platforms;
- Monitoring digital communications channels and preparing responses (as appropriate);
- Updating the Birth for Humankind website as required;
- Event coordination.

**Administration:**

- Providing administrative support to the CEO, including meeting management, assisting in compiling Board papers and reports, updating our relationship management database, supporting financial administrative duties, preparation for Board meetings.

**Selection criteria**

**Essential:**

- Qualification in community services, project or business administration, or equivalent experience;
- Proven project management experience, with demonstrated examples of success;
- Experience working collaboratively, with people from diverse backgrounds and experiences;
- Excellent written communication skills;
- Ability to manage competing demands and identify priorities with limited timeframes and resources;
- Strong sense of accountability and responsibility for achieving project targets and manage work to timelines and budgets.

**Desirable:**

- Experience working with, or reporting to a CEO or executive leadership position;
- Experience using digital media platforms;
- Understanding of the not-for-profit sector;
- Passion for our vision and mission and commitment to our values.

## **Additional requirements**

- Police Check;
- Working with Children Check;
- We work in a co-working space without permanent IT set-up, so employees need to supply their own laptop. A quarterly IT allowance is provided to contribute to computer costs.

Birth for Humankind is committed to child safety and wellbeing. All employees and volunteers must abide by our Child Safe Commitment Statement and Code of Conduct.

## **How to apply**

To apply for this position please submit your CV and a cover letter addressing the key selection criteria to [recruitment@birthforhumankind.org](mailto:recruitment@birthforhumankind.org) by Monday 16 September 2019.

If you have any questions about the role please email Annabel Davies, COO, at [annabel@birthforhumankind.org](mailto:annabel@birthforhumankind.org) or call 0411 419 639.

Birth for Humankind welcomes and encourages applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, and people with a disability. If this describes you, and you are experiencing barriers to applying for this role, please contact us for assistance.