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| **Position title** | | | **Project Coordinator, Be You** | |
| **Team/Group** | | | Be You Content, Delivery | |
| **Work level** | | | 2 | |
| **Position reporting to** | | | Content Lead, Be You | |
| **Employment Type** | | | Fixed term, full-time until June 2023 | |
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| **Vision, mission and values** |  | Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.  Beyond Blues values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** | | |
| **Position purpose** |  | Beyond Blue delivers the national mental health in education initiative Be You, which supports the creation of mentally healthy learning communities.  The Be You Project Coordinator position is a role within the Be You Content Team. This team drives the development and continuous improvement of all Be You content and resources – made available to schools and early learning services via the Be You website, professional development modules and online events (e.g. webinars) and via Be You’s delivery partners, Early Childhood Australia (ECA) and headspace.  Reporting to the Be You Content Lead and collaborating with team peers including Content Project Managers, Content Development Managers and Subject Matter Experts, the Be You Project Coordinator will be responsible for supporting the Content team to deliver the team annual work plan within agreed budgets and timeframes, to stakeholder satisfaction. | | |
| **Role dimensions** |  | **Direct Reports** | | Nil |
| **Overall team** | | Be You Delivery Team |
| **Financial Delegation** | | As per the Delegations of Authority policy |
| **Key accountabilities** |  | * Triage incoming enquiries for the Be You Content team, coordinating with the team to ensure that all requests are managed and responded to appropriately and in a timely manner * Assist in creation of Content team processes and operational documentation, ensuring they are socialised across relevant Be You streams * Provide administrative, operational, logistical and coordination support to the Be You Content Lead and broader Be You team as required * Supports Content Lead in delivering governance activities such as Content Taskforce. * Update and maintain the Be You filing systems and Digital Asset Management system (DAM) * Collaborates with Content Production Manager to complete website page builds, asset uploads, site content change requests in line with Content Strategy, accessibility standards, brand guidelines, digital strategy. Upload, update and maintain content across the Be You website via the Be You CMS * Assist with coordinating the Content team’s finance and contract requests as required, keeping accurate records and adhering to internal compliance and approval processes * Participates in Solution Design and Development in partnership with Content Production Manager and Project Manager to ensure engagement, modality and functionality is at front of mind when developing content solutions * Ensures all content meets accreditation standards as a part of QA where appropriate and manages accreditation process. Liaises with stakeholder on accreditation related queries such as reporting and customer service issues, providing consultation on comms and email integration, etc. * Liaise with external suppliers to ensure delivery within budget and agreed timeframes * Monitor and report on progress of projects, being able to recognise barriers, and find effective solutions * Manage Content team meetings where necessary, including booking arrangements, agenda development, minute-taking and information distribution * Facilitate the continuous improvement of Be You content, including coordination of quality assurance reviews and optimising publishing workflows * Other duties in line with the Be You team’s priorities may be assigned from time to time | | |
| **Key behaviours** |  | Communicates to diverse constituents, ensuring that all forms of communication are clear, concise, and accurate.  Listens actively to evaluate situations and responds effectively and creatively.  Demonstrates sensitivity to the needs, concerns and opinions of others.  Is able to work within an agile, fast-paced team environment, comfortable adopting new ways of working and operating within an ever-evolving space.  Builds and maintains effective relationships with delivery partners and other internal and external stakeholders to ensure clear communication and workflows  Follows risk management escalation processes as necessary  Works collaboratively with all team members and other teams within Beyond Blue to achieve overall objectives | | |
| **Qualifications and key selection criteria** |  | **Essential**  Excellent organisational and time management skills with a high degree of attention to detail, and established practices for prioritisation of tasks.  Experience in project management and process implementation within a multi-skilled team environment.  Experience working with Content Management Systems and Digital Asset Management systems.  Ability to build and maintain strong relationships with internal and external stakeholders.  Ability to assimilate information from various sources into clear and accurate reports and correspondence.  Proficient in the use of the MS suite.  **Desirable**  Understanding the education and health sectors nationally.  Design skills using the Adobe suite (InDesign, Photoshop and illustrator) | | |
| **Additional information** |  | **Health, safety and wellbeing**  Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy  **Pre-existing injury**  The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for staff.  **Equal opportunity**  Beyond Blue is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation’s policies and procedures.  **Cultural competency**  Beyond Blue strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.  **Employment is subject to:**  • A current Police Record Check  • Proof of the right to work in Australia | | |
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