

Position Description



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 December 2022
Vision, mission and values	<p>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.</p> <p>Beyond Blues values are Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.</p>
Position purpose	<p>Beyond Blue delivers the national mental health in education initiative Be You, which supports the creation of mentally healthy learning communities.</p> <p>The Be You Project Coordinator position is a role within the new 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.</p> <p>Reporting to the Be You Content Lead and collaborating with team peers including Project Managers, Editors 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.</p>
Role dimensions	<p>Direct Reports Nil</p> <p>Overall team Be You Delivery Team</p> <p>Financial Delegation As per the Delegations of Authority policy</p>
Key accountabilities	<ul style="list-style-type: none">• 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 members of the Content team and broader Be You team as required• Update and maintain the Be You filing systems and Digital Asset Management system (DAM)

-
- Upload, update and maintain content across the Be You website via the Be You CMS
 - Coordinate the Content team's finance and contract requests, keeping accurate records and adhering to internal compliance and approval processes
 - 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
-