

<b>Job Title:</b>	Health Promotion Manager	<b>Location:</b>	Nationwide
<b>Team:</b>	Projects and Partnerships	<b>Position Type:</b>	Part time or full time Contract for 6 months with opportunity for extension
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010	<b>Level:</b>	6
<b>Reports to:</b>	Projects and Partnerships Director		

**Primary Job Purpose**

The Health Promotion Manager reports to the Projects and Partnerships Director and is responsible for supporting the development and implementation of FARE’s Health Promotion programs and projects, including but not limited to, the National Awareness Campaign for Pregnancy and Breastfeeding Women.

The role is responsible for providing strategic advice to guide the development and implementation of FARE’s health promotion initiatives. It is also responsible for project and budget management, stakeholder engagement, procurement, contract management and reporting, and building key relationships.

This role will manage new and existing health promotion programs and campaigns, develop and manage project plans and budgets, and manage procurement processes and contracts. The role will also manage the workflow of Senior Health Promotion Advisors.

**Responsibilities**

- Provide strategic advice on formative research in the development of health promotion materials.
- Provide strategic advice on the dissemination of health promotion materials.
- Lead project management of FARE’s Health Promotion programs, ensuring that FARE meets its timeframes and budgetary obligations with its funders. This includes the development, implementation and reporting against the detailed activity plans, budgets, and risk plans.
- Manage the workflow of Senior Health Promotion Advisors, through work delegation and the provision of advice and support.
- Identify health promotion grant opportunities.
- Oversee the external evaluation of projects, where appropriate.
- Represent FARE at key stakeholder meetings and present at public forums including conferences.
- Engage and build strong relationships with potential and current key stakeholders.
- Review and provide feedback on material developed by both FARE staff and subcontractors.
- Prepare reports for FARE as required including for operational updates and Board papers.
- Adhere to all requirements of the Work Health Safety Act and Regulations, both personally and in relation to the other staff and the company in general.
- Perform other duties as directed by the Projects and Partnerships Director and CEO.
- Apply the principles and practices of FARE and adhere to the company’s Values and Code of Conduct

**Capabilities**

<b>Qualifications/ Experience</b>	Essential: <ul style="list-style-type: none"> <li>• 5+ years’ experience in a senior policy, health promotion or project management role</li> <li>• Tertiary qualifications in public health, education, communications, management or another relevant field</li> </ul>
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	<ul style="list-style-type: none"> <li>• 3+ years' experience in managing people or teams.</li> </ul> Desirable: <ul style="list-style-type: none"> <li>• Experience in or involvement with behavior change campaigns</li> </ul>		
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• High level project management and coordination skills</li> <li>• Exceptional communication skills, both verbal and written</li> <li>• Strong negotiation skills</li> <li>• Experience or involvement with health promotion and/or behavior change campaigns</li> <li>• Experience in financial management, including managing project budgets</li> <li>• Strong organisational and stakeholder management skills, including demonstrated ability to work with people at all levels</li> <li>• Experience in end to end project management of grants and programs</li> <li>• Advanced computer skills, including Microsoft Office products</li> <li>• Ability to exercise sound judgment and initiative</li> </ul>		
<b>Reviewed By:</b>	Joanna Le	<b>Date:</b>	21/10/2022
<b>Approved By:</b>	Caterina Giorgi	<b>Date/Time:</b>	24/10/2022
<b>Last Updated By:</b>	Joanna Le		24/10/2022