



FARE Position Description

Job Title:	Senior Health Promotion Advisor	Location:	Nation-wide
Team:	Projects and Partnerships	Position Type:	30-38 hrs per/week
Award:	Social, Community, Home Care and Disability Services Industry Award 2010	Level:	4
Reports to:	Projects and Partnerships Director		
Primary Job Purpose			
<p>This is a project-funded position supporting health promotion and project activities for 'FASD – National awareness campaign for pregnancy and breastfeeding women' (the National Program).</p> <p>The Senior Health Promotion Advisor (National Program) is responsible for working across teams to develop and implement health promotion and behavior change strategies, content and activities to support the objectives of the National Program. The National Program aims to:</p> <ul style="list-style-type: none"> • Increase Australians' awareness of the risks associated with alcohol consumption during pregnancy and while breastfeeding, including FASD. • Increase the proportion of Australians who are aware that alcohol should not be consumed during pregnancy and that it is safest not to drink alcohol when breastfeeding. • Increase the proportion of Australian women who intend to not drink any alcohol during pregnancy and when breastfeeding. 			
Responsibilities			
<ul style="list-style-type: none"> • Play an active role in the development, implementation and evaluation of FARE's health promotion and behavior change strategies and activities for the National Program. • Develop health promotion and behavior change content and products for use across media, print and digital (such as marketing materials, briefs, speeches, resource packs, websites, social media, video content, and presentations). • Support the Campaigns and Communication team to assist in maintaining FARE's digital communication channels (website, blogs, email, social) over the course of the National Program, including supporting responding to comments and enquiries. • Assist in periodic evaluation, analysis and reporting on campaign and project outcomes, as well as financial reporting. • Manage relationships with internal stakeholders to ensure staff teams are engaged, consulted and informed in a timely manner during the National Program. • Manage relationships with external stakeholders, as required, including working with key stakeholders, partner organisations, consultants, contractors, and agencies in support of the National Program. • Provide high-level health promotion support and advice to the CEO and leadership team, as required. • Perform other duties as directed by the CEO and/or Projects and Partnerships Director. • Apply the principles and practices of FARE and adhere to the company's Values and Code of Conduct. • Adhere to all the requirements of the Work Health & Safety Act and Regulations, both personally and in relation to the other staff and the company in general. 			
People Management	The position has no direct line management responsibilities.		
Budget Management	The position has no direct budgetary responsibilities.		
Capabilities			



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Qualifications/ Experience	<p>Essential:</p> <ul style="list-style-type: none"> • At least 5 years' experience in a health promotion, health policy, or stakeholder management role. • Demonstrated experience and skills in developing and implementing health promotion and/or behavior change programs and campaigns. <p>Desirable:</p> <ul style="list-style-type: none"> • Relevant tertiary education qualifications in health promotion, health policy or related field. • Experience or involvement with health promotion and/or behavior change campaigns. • Experience working with Aboriginal and Torres Strait Islander peoples and Aboriginal community-controlled health organisations. 		
Knowledge/skills	<ul style="list-style-type: none"> • Demonstrated high-level communication skills that are adaptable to the priorities of the organisation (health promotion, public policy, campaign and organisational communications). • Demonstrated understanding of health promotion theory and practice, with the ability to apply these in a range of settings and issue areas. • Ability to undertake quantitative and qualitative data analysis, and summarising this data in high-quality written reports. • Strong organisational and stakeholder management skills, including demonstrated ability to work with others across the organisation and at all levels. • Sound financial management skills, including experience managing project budgets. • Advanced computer skills, including Microsoft Office products. • Ability to exercise sound judgment and initiative. 		
Personal Attributes	<ul style="list-style-type: none"> • Ability to work to deadline, manage competing priorities and lead project areas. • Ability to work in a fast-paced environment, while being flexible and open to change • Can work autonomously and as part of a team, including supporting colleagues in their responsibilities. • Commitment to continuing professional and personal development. • Ability to build strong relationships including quickly establishing rapport with internal and external stakeholders. • Passion for contributing to a values-based, high performing and effective team environment. 		
Reviewed By:	Joanna Le	Date:	27/5/2021
Approved By:	Caterina Giorgi	Date:	15/06/2021
Last Updated By:	Joanna Le	Date/Time:	6/9/2021