

## Project Coordinator

---

Position	Project Coordinator
Position Type	Full time
Employment Period	From June 2018
Salary	Competitive package
Company Details	Shared Value Project Limited
Reporting to	CEO
External relations	Member organisation representatives, industry practitioners, media and other project stakeholders

## Organisation Summary

---

The Shared Value Project (SVP) is the peak industry body in shared value in the Asia Pacific. To this end it is committed to driving adoption and implementation of shared value strategies among leaders and companies, civil society, and government organisations. Formally established in 2014, the Project membership represents corporate Australia, government and the not-for-profit sectors.

The membership and industry engagement program is a core component of the Project. Its prime objective is to create knowledge, skills and professional engagement (opportunities) among corporate, not-for-profit and government leaders who are looking for an innovative business strategy that generates sustainable economic and social returns.

The Shared Value Project is the exclusive regional partner of the Shared Value Initiative, and as the local peak practice body supports the development of shared value in Australia and regionally.

## Position Description

---

Reporting to the CEO, the Project Coordinator will have the important responsibility of supporting the delivery of the SVP calendar or programs in addition to supporting the delivery of the media and communications strategy.

### Location and Travel

The role is based in Melbourne but may require some domestic and international travel especially to Sydney and other Australian cities for the delivery of SVP events and programs.

## Responsibilities

---

This position requires the ability to work autonomously and in collaboration with the CEO, Communications Manager, Program Manager, Partnerships Manager and other SVP staff to support the operations of the organisation.

### 1. Key Responsibilities

- Work in conjunction with the Program Manager and Partnerships Manager on the development of marketing collateral and communication for events and programs and monitor tasks to meet relevant milestones.
- Support the management of speaker programs for events including with research and writing briefings and other activities as required.

- Working with the Communications Manager, support the delivery of the communication and media strategy of the organisation.
- Support the ongoing online presence including the SVP website, and prepare copy for electronic promotional content, including website and social media updates, newsletters, invitations etc. and any other communications materials.
- Support the development of communication and marketing plans for specific projects and events, including target groups, schedules, and campaign content.
- Support the production and management of corporate marketing materials and collateral for use internally and for external stakeholders. (One pagers, members annual snapshot reports, proposals, presentations etc).
- Undertake industry and market research where required to support lead generation for members and the development of SVP activities
- Respond to ad-hoc project-related enquiries.

#### **4. General Administration**

- Assist with managing the internal administrative and technical processes for the organisation as they relate to the role and communicate these to SVP staff.
- Contribute to operational, deliverable and evaluation reports as required.
- Contribute to the ongoing development of the organisation and participate in strategy and planning sessions.
- Attendance and active participation in management and company meetings as required.
- Represent the Shared Value Project at meetings, workshops, training sessions, promotional events, media engagements, and industry functions, as required.

## Key Selection Criteria

---

### *Essential qualifications*

1. Demonstrated interpersonal and communication skills, both written and oral, including ability to liaise effectively with internal and external key stakeholders.
2. Demonstrated event management experience.
3. Solid working knowledge of Microsoft Word, Outlook, Excel, and PowerPoint or mac equivalent.
4. Experience with social media and related programs including Adobe Creative Suite, and Hootsuite or equivalent.
5. Relevant tertiary qualifications and/or a minimum 5 years of experience in communications and/or marketing and PR.
6. Fluent English written and verbal skills.
7. Demonstrated ability to work as part of a small team of people to provide consistent, responsive, high quality project support.
8. Willingness to travel interstate and overseas as required to support the delivery of SVP events.

### *Desirable qualifications*

1. Experience of a member or peak body organisation in a corporate or not for profit environment.
2. Basic understanding of the shared value concept and how it differs from corporate philanthropy and traditional CSR.
3. Experience in media relations and knowledge of the Australian business and general media landscape.

## Applications

---

Please send your application addressed to Helen Steel at [info@sharedvalue.org.au](mailto:info@sharedvalue.org.au) by **5PM on Wednesday 23 May 2018**.

Applications should include:

1. A short cover letter (maximum two pages) outlining how you meet the key selection criteria;
2. Your CV

*Applications that do not include both of the documents listed above will not be considered. Please note that in order to apply, applicants must have Australian permanent residency.*