



Position Description: Capacity Building and Engagement Coordinator

Purpose	Build capacity and capabilities of AADANT membership services to deliver best practice evidence-based alcohol and other drugs services.
Accountable to	Executive Officer (EO)
Employment Status	Permanent Full Time (1.0FTE)
Award and Category	Social, Community, Home Care and Disability Services Industry Award 2010, Level 5
Hours/ Days	38 hours per week
Location	Darwin

Key objectives/success indicators:

- Building strategic partnerships with relevant agencies
- Develop and distribute surveys to identify workforce skills and training needs of the AOD sector
- Facilitate workforce development opportunities, including annual conferences, peer support opportunities, trainings, and workshops
- Promote the workforce development program through a broad range of AADANT channels
- Create opportunities for member participant feedback to inform continuous quality improvement in AADANT projects' performance and value
- Work collaboratively internally and externally to contribute to the achievement of AADANT's business objectives

General Responsibilities

Workforce Development:

- Develop and roll out an annual training calendar, procuring expert facilitators within budget to deliver agreed content
- Participate in and coordinate reference groups and networks related to Workforce Development
- Provide effective support and assistance to the Executive Officer in dealing with new project initiatives and delivering strategic objectives
- Assist the Executive Officer by coordinating communications activities for the Peak Body to guide and support communications planning across various projects and activities.
- Assist the Executive Officer in drafting and circulating policy papers on emerging issues as required
- Assist the Executive Officer to provide guidance for the Department of Health and the AOD sector on workforce development needs
- Support the development of tenders and submissions that directly relate to workforce development

Communication & Engagement:

- Develop relationships and provide advice to support initiatives and promote effective communication and collaboration across AADANT with support from the EO
- Develop and implement member engagement programs, including networking events, workshops, and forums
- Develop and disseminate targeted and relevant information and resources to support AADANT members
- Generate compelling Social Media content, and maintain, review and engage with various forms of social media for information sharing with AADANT's members (e.g. MailChimp Newsletter, Twitter, Facebook, AADANT website) and any other communication tools to liaise and engage with participants
- Maintain and update AADANT's website

Administration & Data analytics:

- Manage with the Executive Officer AADANT's workforce training web portals to coordinate training programs, including registration and access to content.
- Engagement analytics and reporting - Collect, analyse, and report on metrics to determine the success of engagement initiatives
- Maintain the organisation's database in the collection of statistical data and provide monthly and annual statistical reports when required
- Prepare reports to funders to meet contract requirements, in collaboration with the Executive Officer and Finance Officer
- Co-ordinate meetings
- General office duties
- Organise the resource library, including indexing, updating and purchasing
- As directed, engage in further activities that contribute to the functional operation of AADANT

SELECTION CRITERIA

ESSENTIAL

- Relevant experience in capacity building, professional learning and development, and project management or supporting training programs.
- Knowledge of the AOD sector to enhance workforce capacity
- Demonstrated experience with written communications support, including report preparation and collation, letter writing, and Social Media content generation
- Demonstrated experience managing events such as conferences, meetings and training courses
- Great people skills with demonstrated ability to develop strong relationships.
- Ability to generate and analyse basic statistics
- Ability to update website and other IT/social media platforms to generate a monthly newsletter and member spotlight sections
- Understanding of AADANT's vision, purpose and values
- Strong cultural awareness of varying cultures that reside within the Territory.

DESIRABLE

- Bachelor's Degree in a relevant discipline
- Knowledge of the Territory's AOD services, networks and the broader community sector
- Lived or living experience of the alcohol and other drug system