Hepatitis B Voices Australia

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www.hepbvoices.au

Position Description

Project Coordinator

Position Title	Project Coordinator
Organisation	Hepatitis B Voices Australia (HBVA)
Employment Type	Fixed-term, 12 months (possible extension)
FTE	0.6FTE Fixed term (3 days)
Award Classification	SCHADS Level 4.1 $50,753/year, plus superannuation and leave loading
Location	Remote, based in Victoria or New South Wales, with occasional travel for HBVA events
Reports To	Program Manager

About Hepatitis B Voices Australia

Hepatitis B Voices Australia (HBVA) is an independent, not-for-profit community, peer-led organisation that supports, represents and advocates for the health and well-being of people affected by hepatitis B in Australia. We are a 'for community, by community' organisation wholly led by people affected by hepatitis B.

HBVA's vision is that the voices of people living with hepatitis B will be central in the response to hepatitis B and eliminating its impacts.

We amplify the voices of affected communities to eliminate the impacts of hepatitis B.

More information about HBVA is available on our website https://www.hepbvoices.au.

About the Role

The Project Coordinator supports the effective day-to-day operation of HBVA by coordinating communications, community engagement, projects, events, and volunteer activities. The role also provides governance and administrative support and assists with grant applications, reporting, and organisational systems. Key activities include maintaining HBVA's communication channels, coordinating the Speakers Bureau and biennial HBVA Awards program, supporting volunteers, and keeping project plans, records, and reporting schedules up to date.

Working closely with people affected by hepatitis B, the Project Coordinator helps ensure community voices are meaningfully represented across HBVA's programs, partnerships, and activities. The role requires strong organisational and communication skills, sound

judgement, attention to detail, and a commitment to community-led practice, privacy, and informed consent.

The Project Coordinator receives regular supervision and works independently across competing priorities in a remote environment. Occasional evening and weekend work may be required to support community and Board activities. Time-in-lieu arrangements will apply.

Key Responsibilities

Communications and Engagement

- Coordinate and maintain HBVA's communication channels, including social media, website content, and email enquiries.
- Develop, schedule, and publish content aligned with campaigns, projects, events, and awareness days.
- Respond to routine enquiries and appropriately refer clinical, media, or complex matters.
- Ensure personal information and community stories are handled with care, privacy, and informed consent.
- Support engagement with community members, partners, and stakeholders.
- Assist with the promotion of HBVA initiatives, events, and community participation opportunities.

Project Coordination

- Coordinate the biennial HBVA Awards program, including nominations, stakeholder communications, event logistics and administration.
- Maintain project plans, timelines, action items, and project documentation.
- Track progress against project plans and timelines.
- Provide project administrative and support to the Board and project leads.

Speakers Bureau and Volunteer Coordination

- Coordinate the HBVA Speakers Bureau, including managing requests, speaker engagement, logistics, and administration.
- Support and maintain engagement with speakers, volunteers and community representatives.
- Assist with volunteer recruitment, onboarding and engagement in HBVA activities.
- Maintain volunteer and Speakers Bureau records and databases.

Governance and Administration

- Prepare and distribute Board and committee papers.
- Maintain organisational records, registers and reporting systems.
- Assist with compliance, governance, and operational administration.
- Support maintenance of organisational policies and procedures.
- Coordinate organisational systems, subscriptions, and operational processes.

Grants, Reporting and Organisational Development

- Research and maintain records of funding opportunities.
- Assist with grant applications and funder reporting processes.
- Maintain grant records and reporting schedules.
- Collect and maintain data to support reporting, evaluation, and impact measurement.

Other Duties

- Undertake other duties consistent with the responsibilities and classification of the position.

Key Selection Criteria

Essential	• Demonstrated experience coordinating projects, programs, events, or community initiatives. • Strong written communication and organisational skills. • Experience managing stakeholder enquiries and communications. • Experience providing administrative and coordination support across multiple activities or projects. • Ability to manage competing priorities and work independently in a remote environment. • Strong attention to detail and record-keeping skills. • Commitment to confidentiality, cultural safety, and community-led practice. • Proficiency in Microsoft 365 and digital collaboration tools.
Desirable	• Lived/living experience of hepatitis B, or a connection to communities affected by hepatitis B. • Experience in community health, public health, health promotion, or the not-for-profit sector. • Experience supporting volunteers, community representatives, or people with lived/living experience. • Experience supporting Boards, committees, or governance processes or grant activities. • Experience assisting with grant applications, funding submissions, or funder reporting. • Experience maintaining websites or digital communications platforms. • Experience using Canva or similar content creation tools. • Proficiency in a language commonly spoken by communities affected by hepatitis B.
Personal Attributes	• **Community-centred:** Values lived experience and community leadership. • **Trustworthy and respectful:** Handles sensitive information and personal stories with care and confidentiality.

	• **Organised and reliable**: Maintains systems, records, and competing priorities effectively. • **Proactive and resourceful:** Takes initiative, identifies solutions, and follows through on commitments. • **Collaborative and approachable:** Builds positive relationships with volunteers, partners, stakeholders, and community members. • **Sound judgement:** Understands when to act independently, seek advice, or refer matters appropriately.

Pre-Employment Requirements

HBVA is a child-safe organisation. Employment is subject to satisfactory completion of the following requirements.

Requirement	Details
Working with Children Check	Current Working with Children Check, or ability to obtain one before starting.
National Police Check	A satisfactory National Police Check completed prior to commencement.
Right to Work	Must have the right to work in Australia.

Support and Professional Development

HBVA is committed to supporting the Project Coordinator through:

- Regular supervision and coaching.
- Professional development relevant to the position.
- Opportunities to contribute to a growing national community-led organisation.

How to Apply

To apply, please email your CV and a brief cover letter (no more than two pages) addressing the key selection criteria to info@hepbvoices.au

For queries, please email info@hepbvoices.au.

Closing date: Sunday 17 January 2027.

HBVA is committed to building a workforce that reflects the communities we serve. We strongly encourage applications from people with lived/living experience of hepatitis B and from communities disproportionately affected by hepatitis B.

Join our community-led organisation to amplify the voices of people affected by hepatitis B and make a meaningful difference to their health and wellbeing.