

Resources Project Officer

NAPWHA is seeking a Resources Project Officer to join our dynamic team in Newtown, Sydney and deliver two exciting education projects in 2020.

The ideal applicant will have experience developing online learning resources, ideally in the community health sector and for people living with HIV. They will have experience in project management, working with and managing committees, and delivering projects on budget within a clear deadline. They will also be well-versed in the principles of adult education.

If you have high level resource development skills and enjoy working autonomously and collaboratively within a small team, this may be the job for you. **People living with HIV are particularly encouraged to apply.**

This four-day a week position is for a 12-month fixed-term contract and carries a total salary package of 60-70K pro rata. Salary packaging is also available.

BACKGROUND

The National Association of People With HIV Australia (NAPWHA) is the peak non-government organisation representing all people living with HIV in Australia. NAPWHA provides advocacy, policy, education and outreach; and works across the full range of HIV health care and positive education initiatives to promote the highest quality standards of care for HIV positive people. The NAPWHA secretariat works under the direction of the Executive Director to progress issues prioritised through the NAPWHA Strategic Directions and the NAPWHA Board of Directors.

APPLICATION PROCEDURE

To request an application package, please contact Gladys Jiminez, Administration Officer, on (02) 8568 0300 (Mon – Fri) or by email at gladys@napwha.org.au.

To discuss the position please contact Adrian Ogier A/ Deputy Director on (02) 8568 0307 (Mon – Thurs).

Applications must address the selection criteria and contain a CV, cover letter and the names of three referees. Applications must be received by **4.00pm Thursday 9 April 2020**. All information will be kept confidential.

Applications must be either posted to: **Deputy Director, NAPWHA, P.O Box 917, Newtown NSW 2042** or emailed to: adrian@napwa.org.au