

Health Promotion Coordinator

position number	
status	Full Time, Fixed term (FT)
network	Culture & Community
agreement	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
classification	Level 6 Pay Point dependent on experience
reports to	Senior Manager, Health Promotion & Prevention

about us	cohealth is a not-for-profit community health organisation. We provide health and support services in Melbourne's CBD and northern and western suburbs.
what we do	Our work aims to improve the health and wellbeing of our communities and address health and social inequality.
our organisation	cohealth is a community health organisation with an ambitious strategic plan. Our mission is to improve health and wellbeing for all and tackle inequality in partnership with people and the communities they live in.
our people	People who work at cohealth are committed to designing and delivering high quality health care and promoting and protecting human rights.
diversity and inclusion	We want people of all ages, gender identities, sexualities, cultural backgrounds, and abilities to feel safe to bring their whole selves to cohealth. We are a Rainbow Tick Accredited organisation with over 20% of our staff from the LGBTQIA+ community. To find out more about us click here

network overview

Services Network

Our vision is for healthy communities and healthy people. We do this by providing care for individuals, community, and society, improving the health and wellbeing of the communities we serve, and addressing inequality in society.

We champion universal health care and human rights and strive for health and social equity. This is what we mean when we say care for all. Care for all is achieved when all people have access to the full range of health services they need, when and where they need them, and without financial hardship.

cohealth's services network delivers strong, people-centred primary and community health care that prioritises individuals and communities experiencing inequality. Our services focus not only on preventing and treating disease and illness, but also on helping to improve wellbeing and quality of life.

The Services Network comprises four divisions:

- Health Promotion
- Primary and community care
- Mental health, homelessness, and family violence services
- Alcohol and other drug services

position overview and purpose

Health Promotion

The Health Promotion Team works in alignment with cohealth's vision, model, strategic plan and health priorities. The team works in hybrid ways, based in Footscray; and staff may be required to work across site from time to time, or to change site as our work reaches across cohealth's catchment area.

Our health promotion priorities support good health and prevent chronic disease and ill health by creating opportunities aligned with the Victorian Public Health and Wellbeing Plan, Community Health - Health Promotion Guidelines, and community needs.

The Health Promotion Coordinator will support the successful development, implementation, and evaluation/reporting of the cohealth Health Promotion Strategy and Annual Action Plan and other required health promotion initiatives.

The Health Promotion Coordinator will use evidence and collaborate with stakeholders to identify, plan, implement, and evaluate initiatives aligned with the Health Promotion Team plans. The Health Promotion Coordinator will also be responsible for identifying and influencing local and state-level policy related to the identified priority areas with and on behalf of the communities we work with. The role will have a mix of direct project management and provide support, guidance and supervision to staff, students and volunteers implementing various prevention strategies.

key accountabilities

Health Promotion & Project Management

- Plan, implement and evaluate health promotion programs and activities of moderate to high complexity aligned with organisational priorities, Health Promotion Strategy and relevant state and local policy frameworks.
- Generate annual health promotion report, implement evaluation framework and other grant reports as per funding requirements.
- Meet individual and support team KPIs and targets to achieve funding requirements.
- Manage delegated budgets and support acquittal associated with health promotion projects and other relevant grants.
- Apply contemporary evaluation theory and practice, including developing and managing evaluation frameworks and utilising program logic/theories of change.
- Coordinate health promotion initiatives, including setting priorities, timelines and approaches under limited direction and with delegated authority for program delivery decisions.

Leadership

- Lead team culture and organisational meetings
- Attend supervision and check in with Senior Manager to support professional development and workplan activities respectively.
- Manage staff, students or volunteers through the employment life cycle including recruitment, orientation, development and/ or performance management and separations, aligned to health promotion team and cohealth.
- Provide support, guidance and supervision to staff, students and volunteers including responsibility for workflow allocation and performance feedback.
- Provide regular and effective line management to achieve KPIs within the health promotion action plan
- Assist with career development plans and discussion for staff so they thrive in their respective roles.
- Integrate student placement into work plans and support students through placement.
- As required, coordinate and model internal processes or practices that improve staff efficiency, effectiveness or impact.
- Apply analytical thinking and problem-solving skills and deliver innovative solutions
- Capacity to accept high accountability to participants and co-workers and manage multiple tasks concurrently.
- Experienced working in a self-directed way and collaborating as part of a high performing team to meet varied deadlines /manage competing priorities

<p>Partnerships</p>	<ul style="list-style-type: none"> • Develop and maintain effective partnerships with internal and external stakeholders and represent the organisation in complex interagency and sector forums as required. • Identify and develop grants/ project opportunities where appropriate and manage program resources including responsibility for monitoring expenditure within allocated budgets.
<p>culture and teamwork</p>	<ul style="list-style-type: none"> • Champion cohealth's culture to promote teamwork, employee development and empowerment in order to foster a culture of high performance and a workforce which demonstrates behaviours consistent with cohealth's values. • Demonstrates initiative, integrity, reliability and fosters open and honest communication. • Fosters a workplace that is psychologically safe and supports lifelong learning.
<p>quality and continuous improvement</p>	<ul style="list-style-type: none"> • Contribute to the principles of continuous improvement as contained in cohealth's quality system and ensure compliance with cohealth policies/procedures. • Contribute to the implementation and improvement of the quality systems within cohealth and ensure compliance with documented procedures and processes.
<p>health & safety compliance</p>	<ul style="list-style-type: none"> • Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers). • Maintain awareness of and compliance with health and safety policies and procedures to maintain a safe working environment. • Take corrective action to remedy safety hazards or risks and restore a safe working environment
<p>others</p>	<ul style="list-style-type: none"> • Program may require working outside of rostered hours working weeknights or weekends to support community-delivered programs subject to mutual agreement their line manager. • Undertake other duties as required by the line manager.

position requirements

- A tertiary qualification in health promotion, community development, public health, or relevant field
- Working with Children's Check (WWCC)
- Victoria Police Check Current
- Victorian Driver's License
- Immunisation Category C to be produced for sighting upon request

key selection criteria

Essential

- A tertiary qualification in health promotion, community development, public health, or relevant field
- Demonstrated experience in health promotion practice and project management using primary prevention approaches including any of the following needs assessment, community consultation, planning, partnership management, program delivery and evaluation.
- Experience or knowledge relevant to any of the five health promotion focus areas in cohealth [Health Promotion Strategy 2025-29](#)
- Proven ability to lead staff and oversee budgeting, data collection and reporting practices.
- Experience working closely with people from diverse cultures and communities at risk of poorer health outcomes.
- High-level capacity to work both as a member of a multidisciplinary team and independently.
- Exceptional written and oral communication skills, including communicating complex concepts in accessible language as well as highly developed interpersonal skills.
- Ability to adapt to a changing environment.
- Competency in working within Microsoft Office 365 suite.
- Strong belief and personal alignment in cohealth Values and Mission
- Sound knowledge of Victorian Government Community Health- Health Promotion requirements and funding arrangements [desirable]

cohealth is a child safe and equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.

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approved by:

