

PD: Breastfeeding Information Teams Coordinator

Position title:	Breastfeeding Information Teams Coordinator
Salary:	Volunteer
Hours:	Variable
Location	Work from home
Reports to:	Senior Manager Breastfeeding Information and Research
Direct reports:	BIR volunteer teams

Organisational profile

Founded in 1964, The Australian Breastfeeding Association (ABA) is a national member-based grassroots peer support organisation committed to providing breastfeeding information, mother-to-mother support and the promotion and protection of breastfeeding. ABA is a registered charity and Registered Training Organisation (RTO) and, with over 1000 trained volunteers, offers services such as its 24-hour National Breastfeeding Helpline, LiveChat, local support groups and breastfeeding education classes. ABA provides high quality information and education for health professionals through its professional membership and peer reviewed journal.

Our Vision: Breastfeeding is recognised as important by all Australians and is culturally normal.

Our Mission: As Australia's leading authority on breastfeeding, we support, educate and advocate for a breastfeeding inclusive society.

Position objective

- Manage the activities of ABA's breastfeeding information portfolio, including relevant teams and working groups.
- Collaborate with the Scientific Information Officer to evaluate and review the breastfeeding information used in materials across the Association.
- Organise and manage the activities of the breastfeeding information portfolio, including oversight of activities being carried out by working groups, individuals or task groups.
- Keep abreast of new breastfeeding research and other relevant information and evaluate how this may affect the work of the BIR teams supporting them to incorporate changes as the needs are identified.

Requirements of the position

Essential requirements

Compliance with ABA's Workplace Health and Safety (WHS) policy.

Skills/experience

Demonstrated effective communication and conflict management skills

Demonstrated ability to lead collaborative teams

Ability to motivate and lead volunteers

Experience in managing and implementing workplace change

Ability to prioritise tasks, manage workload.

Knowledge

Thorough understanding of the ABA's Position Statement on Breastfeeding

Thorough understanding of the Association's breastfeeding information

Thorough understanding of the Code of Ethics

Understanding of the Vision, Mission and Objectives of the Association

Qualifications

Certificate IV in Breastfeeding Education (Counselling or Community Education) or equivalent
Other qualifications in lactation or medical/science field or management highly regarded.

Communication

Senior Manager Breastfeeding Information and Research
Volunteer working groups/teams in BIR
ABA staff (paid and volunteer).

Key Responsibilities

Breastfeeding information

- Ensure consistency of information across all Association communications and publications.
Supporting ABA's breastfeeding information teams
Working with the Booklets Team, Proof Reading and Approvals Working Group (PRAWG), Image Library team, Design Working Group, Essence Team.
- Develop and implement breastfeeding information portfolio strategies aligned to ABA's strategic plan.
- Advise on the strategic direction of all breastfeeding information portfolio services and functions.
- Evaluate and improve research and review processes to ensure that objectives can be accomplished within budget and timeframes.
- Liaise with breastfeeding information working group coordinators around scope of work as required.
- Provide input to development of business plans for new strategic initiatives.
- Liaise with the working groups around publication deadlines and appropriate content.
- Manage the breastfeeding information portfolio including recruitment, training and development.
- Ensure effective communication within the Breastfeeding Information Team.
- Monitor team workload, deadlines, goals and progress.

Reporting

- Provide quarterly reports of team activities to the Senior Manager BIR
- Provide progress reports on any projects undertaken as required.

Delegated Authority

The Breastfeeding Information Manager has authority to act within the guidelines of this position description, the Australian Breastfeeding Association Constitution, the Code of Ethics, ABA policies and procedures and the delegations manual.

Version History

Version	Revision Date	Description of modifications
V 1.0	Nov 2011	Created – approved by Board.
V 2.0	Aug 2013	Formatting, and significant update to content
V 3.0	Oct 2021	Significant update