

# Research Coordinator

## Position description

Reporting to the AYAN Team Leader, the position of Research Coordinator involves the following responsibilities:

### Research

- Be aware of emerging issues and trends in the wider community, particularly those relating to youth.
- Identify needs and opportunities in St John's services.
- Assist in developing and facilitating consultation with members and representing their views.
- Identify youth related communication, research, policy and training needs of St John as relevant to young members.
- Write and present research papers on topics relevant to young members to numerous internal stakeholders including the National Board, Chief Executive Officer of the Australian Office and other key decision makers.
- Provide guidance and assistance to Project Officers where needed.
- Work closely with the National Policy Manager to design, implement and document the findings of research projects.
- The ability to educate peers in methods of conducting research.

### Relationships

- Develop and maintain a positive profile for AYAN in St John and the wider community.
- Establish relationships with key people and forums in St John.
- Consult with young people, both in St John and the wider community, to drive the strategic objectives of AYAN and the Organisation.
- Contribute regularly to AYAN social media platforms with new and engaging content.

### Personal

- Be available to communicate with the AYAN Team Leader and other Team Members regularly.
- Be available to travel to central face-to-face meetings and summits.
- Commit to setting and accomplishing Annual Goals and undergoing an Annual Refresh to stay focused and improve performance.



### Selection Criteria

- An understanding of the work of St John Ambulance Australia and AYAN.
- A commitment to the development and empowerment of young people.
- The ability to communicate and engage with a wide variety of stakeholders.
- Exceptional collaboration skills, with the ability to work towards team and individual goals.
- A drive attitude and an initiative-based work ethic, with the ability to manage compelling deadlines.
- Demonstrated skills in the development, implementation and reporting of research, including an understanding of basic research methodologies and writing reports.
- The ability to project manage all research undertaken by AYAN including the management of research personnel.
- The ability to develop materials appropriate for distribution through social media and other digital platforms.

### Key Performance Indicators

- Coordinate at least 4 research pieces per annum.
- Regular engagement of stakeholders.
- Ensure all research pieces are run as per the project timeline.
- Provide guidance and advise to all Project Officers.

Please note that this is a voluntary position that attracts no remuneration

Name:

Signature

Date:

