



MARKETING AND GROWTH COORDINATOR

JOB & PERSON SPECIFICATION

OCTOBER 2021

POSITION DESCRIPTION



About Ninti One Limited

Ninti One (Ninti) is an Indigenous-owned, Supply Nation registered not-for-profit organisation. We have offices in Alice Springs and Adelaide, with staff and associates based in other States and Territories. We work collaboratively with communities and relevant agencies to achieve social and economic development outcomes with and for Aboriginal and/or Torres Strait Islander people. Since our establishment in 2003, Ninti has been building opportunities for communities through research, innovation, impact and engagement in Australia – and more recently, in a range of sectors across the Pacific and Asia.

We have had a stable Board over the last decade, Chaired by Prof Tom Calma AO.

Ninti works with partners to influence systems to deliver better outcomes by learning about what works in communities, helping organisations be more effective, sharing our perspectives and advocating for change. Our solutions are tailored to the context and needs of our clients, which include service delivery organisations, government agencies, philanthropic organisations and corporates with a demonstrated commitment to social impact.

Our priority sectors are health (including mental health), education, employment, economic empowerment, aged care, disability, natural environment, justice and international development.

Our Vision

Ninti's vision is to build opportunities with Aboriginal and Torres Strait Islander peoples, through research, innovation and community engagement.

Our Values

We are very proud of our connection to and respect for traditional culture. Our name 'Ninti' means 'clever' in Pitjantjatjara, which reflects our desire to be a capacity builder and knowledge broker.

- We are an inclusive, respectful and equality-driven organisation.
- We respect the cultural diversity, cultural authority and traditional knowledge and expertise of Aboriginal and Torres Strait Islander people and staff.
- We seek and respect Aboriginal voices and encourage their participation.
- We exhibit courage, innovation and entrepreneurship in our work.
- Respect, integrity, accountability, empathy, confidentiality, listening and learning characterise our engagement with people.

Ninti One acknowledges the Australian Aboriginal and Torres Strait Islander peoples of this nation. We acknowledge the traditional custodians of the lands on which our organisation is located and where we conduct our business. We pay our respects to ancestors and Elders, past and present, and to the youth, for the future. Ninti One is committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

Position:	Marketing and Growth Coordinator
Reports to:	Manager, Business Development
Direct Reports:	Nil
Tenure	Permanent, ongoing
Location:	Adelaide, SA

Position summary

Ninti One Limited is seeking an enthusiastic and adaptable Marketing and Growth Coordinator.

The Marketing and Growth Coordinator will be the core support for the team that drives Ninti's business growth through tender opportunities, partnerships, evidence and impact, and digital media. This coordinator level position will fit a highly organised individual with strong attention to detail, and a flair for digital media engagement and/or design.

The role will have accountabilities in the following areas:

Growth: business development

- Support bids and business development with a focus on commercial, government, not for profit and philanthropic markets
- Undertake basic go/no go review of tender opportunities
- Coordinate the preparation of tender proposals and support related tasks (design of bid templates, formatting and updating personnel CVs, collating organisational data and documents, writing capability statements, proofing and conformity checks)
- Track and keep good records of tender opportunities from pipeline to completion
- Ensure systems and documents library is maintained to an ISO9001 standard (CV and personnel database, records of past project experience, testimonials, CRM and BD templates and processes) and ensure regular review/continuous improvement
- Research new business development opportunities
- Develop and maintain strong relationships with internal and external stakeholders, suppliers and funders in accordance with our Partnerships strategy and operational plan

Digital media & marketing

- Work with a range of tools eg Office, social networking platforms, design platforms eg Canva, Adobe Creative Cloud (InDesign, Photoshop, Illustrator)
- With the Marketing and Communications Manager, plan and draft social media content and deliver daily social media engagement tasks
- Support the organisation, maintenance and update of Ninti's image library and general marketing and communications systems files and folders
- Order collateral as directed (eg marketing material, name badges, business cards)
- Provide support for website updates

General team support

- Manage Ninti's info email account as a key point of contact for all marketing, business and general enquiries, promptly referring contact to the appropriate person

- Assist with online and in-person meetings and events, including event coordination, supporting videoconferencing using a range of technological platforms (e.g. Zoom, Teams), ensuring Ninti is represented professionally.
- Provide general administrative support for the team as needed.

Person requirements

Qualifications

- Training and/or qualifications in business, digital marketing, community or international development or related discipline would be highly regarded

Essential

- Strong administration and project coordination skills
- High level of competence in Microsoft Office suite
- Evidence of experience and good working knowledge of digital marketing and using social networking platforms, or the willingness to learn
- Excellent attention to detail, and some demonstrated writing ability
- Strong time management skills with proven ability to manage a range of projects at once, prioritise tasks, work with minimal direction and under pressure to meet tight deadlines
- Team player with positive and results-driven approach to work, and enthusiastic about learning
- Strong interpersonal and relationship management skills and a customer service ethos
- Good communication skills, both written and verbal
- Adaptable to a varied work schedule and range of tasks
- Commitment to positively representing Ninti One Limited, its values and its work as a Supply Nation registered organisation.

Desirable

- Experience working in a commercial, professional services or similar environment, with business development experience an advantage
- Competence using design platforms eg Canva, Adobe Creative Cloud (InDesign, Photoshop, Illustrator) or similar
- Demonstrated experience in working to improve outcomes for Aboriginal and Torres Strait Islander peoples in Ninti's priority areas



HOW TO APPLY

Applications should be addressed to Hannah Way and Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Justin or Hannah Way on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.