
Position title	Graduate
Reports to	Various
Direct reports	None
Last updated	December 2024

The organisation

Interplast Australia & New Zealand (Interplast) was founded in 1983 and is a not-for-profit development organisation, which provides volunteer plastic and reconstructive services, alongside health capacity building activities in developing countries in the Asia Pacific region.

Interplast works to improve the lives of people living with a disability as a result of congenital and acquired medical conditions such as cleft lip and palate or burn scar contractures. Volunteer plastic and reconstructive surgeons, anaesthetists, nurses, and allied health professionals provide free medical treatment for those who would otherwise not have access to these services. Interplast works closely with local organisations to build their capacity to deliver surgical and other related health care interventions. Our vision is quality and accessible surgical care for all.

Interplast is a member of the Australian Council for International Development (ACFID) a proud signatory to the ACFID Code of Conduct and is an accredited non-government organisation with the Australian Department of Foreign Affairs and Trade (DFAT).

The position summary

This entry-level role is designed to provide graduates with hands-on, foundational experience in program management, research, stakeholder engagement, and operational support within a not-for-profit (NFP) organisation.

The Graduate will participate in rotations across departments to ensure a better understanding of Interplast's work as a whole. We expect that at the end of a 12-month period, graduates will leave Interplast with the skills, knowledge and experience to move into positions related to global health or community development within the NGO sector.

The Graduate works under the direction of Interplast functional managers to support the delivery of Interplast's Strategic Plan and supporting Operational Plans. They will provide administrative support and participate in both international development project activities and fundraising initiatives.

Included duties are:

- Assist with general administration and planning
- Project coordination
- Fundraising and communications.

The Graduate will work in partnership with all functional managers to ensure information is accurate, timely, responsive, and compliant with relevant guidelines and internal policies.

The key responsibilities

The Graduate fulfils the following specific responsibilities:

General Administration	<ul style="list-style-type: none">▪ Provide administrative support on reporting and data entry▪ Administrative aspects of event fundraising▪ Marketing tasks including support for event fundraising▪ Stakeholder mapping and management▪ Any other duties as required.
Project Support	<ul style="list-style-type: none">▪ Assist in coordinating travel arrangements, event planning, and logistics▪ Conduct research and compile data to inform program strategies and decision-making▪ Support project planning, including developing timelines, work plans, and budgets▪ Assessing project risks and suggesting appropriate mitigation▪ Sourcing and interpreting data from relevant sources▪ Writing research reports▪ Manage project documentation and maintain organised records▪ Undertaking simple surveys and writing up case studies.
Fundraising & Communications	<ul style="list-style-type: none">▪ Assist with grant writing and proposal development▪ Drafting media releases and other publications▪ Reviewing and creating content for the website and social media▪ Communicating with Interplast donors and/or supporters as requested.
Monitoring & Evaluation	<ul style="list-style-type: none">▪ Collect and analyse program data to assess progress and outcomes▪ Prepare reports and presentations for internal and external stakeholders.

The person

Skills

- Excellent communication and interpersonal skills with the ability to produce clear communications that are appropriate for their intended audience
- Proven computer literacy skills, including use of the Microsoft Office suite, with high standards of work, with exceptional attention to detail and accuracy
- Proven capability to work positively and with a collaborative mindset as part of a small, multi-disciplinary team; and to accommodate and work well with different working styles
- To work independently, with initiative and resourcefulness where required
- Research solutions, analyse options, solve problems and make proposals to the team
- Demonstrate a commitment to continued personal and professional development.

Knowledge & qualifications

- Recent graduate with a Bachelor's or Master's Degree in International Development, Public Health, Political Science, Sociology, Environmental Studies, or a related field.

Experience

- Prior experience through internships, volunteer work, or academic projects in international development or the not-for-profit sector (preferred but not required).
- Brings academic learning to vocation in first permanent role.

Behaviours & personal qualities

- Demonstrate Interplast's values of integrity, respect and collaboration
- This role may involve coming into contact with children and/or working directly with children. This role will be required to demonstrate child safe working practices
- Comply with Interplast's Child Protection Policy and Prevention of Sexual Exploitation, Abuse, and Harassment Policy
- Comply with Interplast's Work, Health and Safety Policy and actively contribute to providing a safe working environment for all personnel
- Comply with all other Interplast's policies.

Key performance indicators

A clear set of mutually agreed key performance indicators and success measures will be created. In addition to these, performance will be judged by, but not limited to:

- Reliability and consistency of performance
- Effective and efficient management of all stakeholders
- Contribution to an effective and collegial team environment
- Quality of outputs and contribution to Interplast's broader strategic objectives

The employment terms and conditions

Employment type	Full-time
Salary	\$47,621 plus superannuation
Location	Melbourne office based. Flexible hours or working from home options available.

Additional information Full entitlements and employment conditions are set out in the Employment Contract and Interplast's Human Resources Manual. Appointment will be subject to a satisfactory Criminal History Check and Working with Children checks prior to commencement and every three (3) years thereafter. Applicants must have the lawful right to work in Australia.

The declaration

I have read, understood, and accept the position description.

Position holder

Name _____ Date _____

Signature _____