

Foundation Program Coordinator

August 2025

DEPARTMENT/TEAM Risk & Compliance - Foundation	REPORTS TO Chief Risk Officer
EMPLOYMENT TYPE Full time – Permanent	DIRECT REPORTS Nil
LOCATION Hybrid Working (3:2 Office/WFH)	KEY CONTACT Chief Risk Officer

WHO IS LATROBE?

At Latrobe, our people are at the heart of what we do. We are committed to creating an environment where diversity is celebrated, equity is achieved and inclusion and belonging are prioritised and celebrated.

We're known for being the *health fund with heart* - a not-for-profit, regional private health insurer with more than 100,000 members across Australia. We support our members through the highs and lows of their health, and we give back to our community.

Our aspirational vision is to be a leading not-for-profit Private Health Insurer transforming health and wellness outcomes for all Australians. Our purpose is supported by 5 key values:

*We display trust
and respect always*

*We focus on shared
results*

*We engage &
empower*

We are accountable

*We create a positive
work environment*

POSITION OBJECTIVE

The Foundation Program Coordinator is responsible for supporting the activities of the Latrobe Health Services Foundation through leading the management and day-to-day operations of the Foundation Grants program.

REQUIREMENTS OF THE POSITION

Key duties and responsibilities

1. Community Grants Program Management

- Administer the end-to-end grants process: promotion, application, assessment, and acquittal.
- Develop and refine grant guidelines and evaluation criteria.
- Track and report on grant outcomes and community impact.
- Identify and implement solutions to continually improve the efficiency and experience of the end-to-end grants process.

2. Strategic Partnerships & Stakeholder Engagement

- Build and maintain relationships with community organisations, academic institutions, and health sector partners.
- Represent the Foundation at community events and meetings.
- Work closely with the Health Projects Lead and Chief Risk Officer to identify opportunities for collaboration that align with the Foundation's mission.

3. Health Initiatives Development

- Stay informed on emerging health trends and initiatives relevant to rural and regional communities.
- Support the development and implementation of innovative health programs.
- Collaborate with internal and external stakeholders to align initiatives with strategic goals.

4. Monitoring, Evaluation & Reporting

- Prepare reports for the Foundation Committee on program performance and financials.
- Evaluate the effectiveness of funded initiatives through managing the acquittal process of grants and recommend improvements.
- Support impact measurement and storytelling for stakeholder communications that contributes to our Total Impact and ESG reporting.

5. Administrative Support

- Coordinate meetings, prepare agendas, take minutes, and manage follow-ups.
- Maintain accurate records and manage correspondence.

Leadership, teamwork and relationship building

- Model the Latrobe Way values and behaviours in the delivery of individual performance; actively contribute to a constructive, high performing team and organisational culture.
- Develop and maintain professional relationships with peers and stakeholders at all levels across the business to support inter-departmental collaboration.
- Develop, coach and support staff to effectively deliver on organisational, team and individual key performance indicators.
- Independently prioritise work to support consistent achievement of individual and team key performance indicators; appropriately escalate issues impacting either performance and/or the business; and demonstrate a flexible, adaptable, mobile and energised (FAME) mindset.
- Be a highly effective team member with energy, enthusiasm and creativity – able to work autonomously and as part of a team.

Accountability and extent of authority

- Provide support and information as requested by the Chief Risk Officer.
- Ensure compliance with the Private Health Insurance Code of Conduct and applicable procedures and policies are always maintained.
- Actively maintain awareness of all risk and compliance obligations defined through Latrobe's Risk Management Framework.
- Consistently achieve individual goals and objectives and actively lead own growth and achievement planning and implementation.

Position Description



Judgement and decision making

- Interpret and work within organisational policy and procedure and/or legislation applicable to the position.
- Actively offer and implement a course of action and solutions based on evaluation and analysis of numerical and written information focussed on results.
- Make decisions which are objective and free from undue influence consistent with Latrobe's risk culture and approved strategic priorities and objectives.
- Make decisions consistent with Latrobe's operational delegations and delegate or escalate matters appropriately.

Experience skills and knowledge

1. Demonstrated knowledge, experience and understanding of business systems and processes including:

- Proven ability to manage and improve administrative systems supporting governance, reporting, and stakeholder engagement.
- Experience in managing grants programs, including application workflows, assessment processes, and acquittal tracking.
- Proficiency in using digital tools and platforms (e.g., CRM systems, Microsoft Office Suite).

2. Excellent problem-solving skills including the ability to:

- Analyse complex community health needs and identify innovative, evidence-based solutions.
- Navigate competing priorities and make sound decisions under pressure.
- Evaluate program outcomes and recommend improvements based on data and stakeholder feedback.
- Resolve issues collaboratively while maintaining focus on strategic objectives.

3. Strong leadership, interpersonal and relationship management skills:

- Demonstrated ability to build and maintain productive relationships with diverse stakeholders including community groups, health professionals, and academic partners.
- Experience working with or supporting committees, boards, or governance bodies.
- Capacity to lead initiatives independently while contributing to a collaborative team environment.
- Ability to influence and inspire others to achieve shared goals.

4. Strong communication and engagement skills to influence and drive continual improvement and mutually beneficial outcomes with internal and external stakeholders, including:

- Excellent written communication skills for preparing reports, grant documentation, and stakeholder correspondence.
- Confident verbal communication and presentation skills for community engagement and partnership development.
- Experience in facilitating workshops, meetings, or consultations with community and sector stakeholders.
- Ability to translate complex health or policy information into accessible language for diverse audiences.

5. Tertiary qualification or equivalent in one or more of the following fields:

Position Description



- Public Health
- Community Development
- Health Promotion
- Social Sciences

Mandatory checks

- An Australian Police check will be conducted for all new employees to Latrobe Health Services prior to commencing in a role.
- Employment at Latrobe Health requires candidates to have Australian citizenship or to be a permanent resident of Australia or to have a valid visa that provides work rights in Australia.