

POSITION DESCRIPTION: COMMUNICATIONS AND ENGAGEMENT COORDINATOR

A leader in brain cancer research achieving better health outcomes for people affected by brain tumours

The Cooperative Trials Group for Neuro-Oncology (COGNO) has been advancing neuro-oncology clinical trials since 2007. We support a multidisciplinary network of more than 1,200 members, strengthening collaboration, building research capability, and improving access to high-quality clinical trials for people affected by brain and central nervous system tumours.

Position Title:	Communications and Engagement Coordinator
Reports to:	Executive Officer (EO)
Employment Status:	3 days/0.6 FTE, 12 months maximum-term contract with possibility of extension
Key Relationships:	
• Internal	COGNO staff, Board, Committees and membership
• External	Research and cancer sector organisations and clinical trials groups
Location:	Melbourne, Australia (mainly remote with regular in person attendance)
New Position Date Effective:	August 2026

About COGNO

The Cooperative Trials Group for Neuro-Oncology (COGNO) is Australia's national clinical trials group dedicated to improving outcomes for people affected by brain and other central nervous system (CNS) tumours. Established in 2007, COGNO brings together a multidisciplinary network of more than 1,000 clinicians, researchers, health professionals, consumers and partner organisations to advance research, foster collaboration and improve patient care.

As one of 14 Cancer Clinical Trials Groups funded by Cancer Australia and a registered medical charity, COGNO supports the development and delivery of investigator-led clinical trials, promotes research excellence, builds workforce capability and facilitates the translation of evidence into clinical practice. Through research, education, advocacy and national collaboration, COGNO is helping shape the future of neuro-oncology care across Australia.

COGNO's mission:

"The achievement of better health outcomes for patients and those affected by brain tumours through clinical trials research".

COGNO's objectives are to:

- Promote the use of clinical trials in evaluating current therapies, new treatments and supportive interventions for brain tumours and to improve the impact of new clinical trials on future clinical practice.
- Engage members of the medical/scientific community to participate and assist in the conduct, evaluation, promotion, and development of clinical trials in brain tumours.
- Promote the incorporation of translational studies into new clinical trials in brain tumours.
- To disseminate the results of research and clinical trials to enhance clinical practice.

Position Summary

The Communications and Engagement Coordinator is responsible for delivering COGNO's communications and member engagement activities across digital and traditional channels. Working closely with the Executive Officer, the role develops high-quality communications, supports member engagement, promotes COGNO initiatives and events, and helps strengthen COGNO's profile within the neuro-oncology community.

As a part-time role, the position focuses on delivering agreed communications priorities and coordinating external specialist support where required.

KEY ACCOUNTABILITIES

1. Communications and Content

- Develop and deliver COGNO's communications strategy and plan in collaboration with the Executive Officer.
- Prepare newsletters, website content, social media, publications (e.g. annual report) and promotional materials.
- Maintain consistent branding and messaging.
- Coordinate external design and communications suppliers where required.

2. Member and Stakeholder Engagement

- Promote membership benefits, events and key initiatives.
- Support member enquiries and connect members with appropriate resources.
- Assist with communications relating to the Annual Scientific Meeting and other major events.

3. Digital Communications

- Maintain COGNO website content and updates and social media channels.
- Develop a practical content calendar.
- Monitor engagement and recommend improvements based on analytics.

4. Planning and Continuous Improvement

- Contribute to annual communications planning.
- Monitor communication performance against agreed KPIs.
- Undertake other communications activities as directed by the Executive Officer.

SELECTION CRITERIA

Essential

- Degree in communications, marketing or related discipline, or equivalent professional experience.
- Experience in communications, engagement or marketing.
- Excellent writing and editing skills, including translating complex information accurately for different audiences.
- Experience managing website content, email marketing and social media.
- Experience using WordPress, Mailchimp, Canva and related communications platforms.
- Strong stakeholder engagement skills.
- Excellent organisational skills with the ability to manage competing priorities in a part-time role.
- Ability to work independently, exercise sound judgement and manage competing priorities.
- Strong attention to detail.
- Experience using communications analytics to inform improvements.

Desirable

- Experience in health, research or not-for-profit organisations.
- Experience supporting membership organisations.
- Experience promoting conferences or professional events.
- Graphic design capability, including experience with Canva, Adobe Creative Suite or comparable design tools
- Familiarity with CRM systems.

Other job-related information

- Occasional work required during event periods at times outside of regular hours to deliver high impact outcomes for COGNO.
- Occasional interstate travel required.

PERFORMANCE AND DEVELOPMENT

This role will have a 3-month probationary period. An annual performance and development review will be undertaken with the EO with support provided by COGNO for ongoing professional development.

CONDITIONS OF EMPLOYMENT

- Rights to work in Australia.
- Salary will be aligned with skills and experience of the candidate.
- A National Police Criminal history check will be a requirement of this position.
- All COGNO staff must comply with COGNO Policies and Procedures and contribute to a safe and healthy working environment.
- Staff must take all reasonable steps to prevent bullying, discrimination, and harassment in the workplace.