

THE OPPORTUNITY

Wishlist is seeking applications for the role of **Engagement and Programs Officer**, a contract position supporting Sunshine Coast Health (SCH) staff engagement, fundraising participation, internal promotion of Wishlist's work, and day-to-day support for the Wishlist Therapy Dog Program across SCH facilities.

Based typically at Birtinya and reporting to the Funding and Programs Manager, this role works across hospital and community-based health facilities and may require some evening and weekend work to support events and organisational activities.

Applications are now open and will close at 5pm on Friday, 31 July 2026.

Applications must provide:

- A response to the attached position description of **no more than two pages** outlining how your experience, skills and qualifications meet the requirements of the position, including relevant examples.
- A current **curriculum vitae (CV)**.

Applicants are asked to submit applications via email to careers@wishlist.org.au

Position Description: **Engagement and Programs Officer**

ABOUT WISHLIST

Wishlist is the Sunshine Coast Health Foundation, a not-for-profit organisation dedicated to supporting the growing needs of patients and families on the Sunshine Coast and Gympie. We provide a range of support for local health services including all areas of Nambour, Caloundra, Maleny and Gympie hospitals and the Sunshine Coast University Hospital.

Our Mission is to be the bridge between community generosity and healthcare excellence, fostering a brighter, healthier future for all.

Find out more at <http://www.wishlist.org.au>

OUR WISHLIST TEAM

We pride ourselves on our outstanding Wishlist culture, created by putting our core values and behaviours into action every day – Compassion, Integrity, Accountability, Innovation, Professionalism and Teamwork.

Above all, we love the work we do, the opportunity to make a real difference and the positive impact on patients, families and staff that we – volunteers, health service, community, business, government, the team – are able to achieve.

ABOUT THE ROLE

We are seeking a self-motivated, high-performing **Engagement and Programs Officer** to energise and enthuse Sunshine Coast Health (SCH) staff for all that Wishlist offers and how they can be a part of it all.

KEY RESPONSIBILITIES

Key responsibilities for the Engagement and Programs Officer position include:

- Main point of contact and liaison between Wishlist and Sunshine Coast Health (SCH) staff.
- Drive engagement of staff in Wishlist fundraising campaigns, events and activities especially Wishlist Giving Days, Payroll Giving, Wishlist Ks for Cancer.
- Communicate and promote Wishlist's work across SCH.
- Build strong relationships with key health service departments, individuals and management to promote Wishlist's campaigns, services, events and programs.
- Listen for causes, ideas and needs arising from SCH engagement on behalf Wishlist.
- Assist with the operational requirements for the smooth day-to-day running of the Wishlist Therapy Dog Program.

- Superior communication skills including public speaking, rapport building, hosting meetings and information sessions, and a high quality of written work.
- Promote Wishlist funding programs, events, recycling and accommodation services within SCH.
- Work across SCH hospital and community-based health facilities.
- Strong organisational and time management skills are highly valued.
- Be a proactive contributor with Wishlist funded project and programs as identified, in support of the goals and objectives of the role.
- Activities as required to support the broader Wishlist team to achieve strategic and operational goals and objectives.
- Event attendance and participation as required by the organisation.
- Other activities as required.

PERSONAL AND PROFESSIONAL ATTRIBUTES

- Competencies, experience and qualifications as relevant to and as required to perform successfully in this role.
- Bachelor's degree in Communications, Public Relations, Marketing or a related field OR relevant professional experience.
- Proven capability in stakeholder engagement and public speaking.
- Proficient in the Microsoft Office Suite, SharePoint and Canva.
- Exceptional communication and writing skills with strong attention to detail.
- Strategic thinker capable of working independently while contributing to team goals and able to operationalise strategic planning.
- Experience within a not-for-profit environment highly desirable.
- An understanding of the health system is useful.
- Flexible in approach to work and the ability to manage competing priorities – no two days are the same!

MANDATORY REQUIREMENTS

- Blue Card – to be completed by the officer at their expense (tax deductible) and provided within one month of commencement via [Pay for your blue card application | Your rights, crime and the law | Queensland Government \(www.qld.gov.au\)](#)
- Criminal History Check - to be completed by the officer at their expense (tax deductible) and provided within one month of commencement via [AFP Application \(converga.com.au\)](#)

KEY EMPLOYMENT DETAILS

Employment Type: Contract

Hours: Maximum of 38 hours per week (note: some evening and weekend work is essential to deliver the duties of this role). Hours can be flexible according to need.
Option for less than full-time hours, noting periodic full-time hours will be required for peak events eg Giving Days.

Location: Generally based at Birtinya but will be required to work at various locations within the health service region.

Reports to: Funding and Programs Manager

Direct Reports: Nil

Key relationships: CEO, Leadership Team, SCH Executive, management and staff, patients and families, partners, volunteers and external stakeholders and the broader Wishlist team

Remuneration: As per employment contract

Performance: Performance Planning, Support and Development is undertaken collaboratively between the Engagement and Programs Officer and the Funding and Programs Manager.

Full details are provided in an Employee Contract.