

Position Description

POSITION:	Knowledge to Practice Lead
REPORTS TO:	Executive Manager
BLUE KNOT VALUES:	Empowerment, Professionalism, Recovery, Care, Safety, Hope and Collaboration

ABOUT THE ROLE:

The Knowledge to Practice Lead will play a key role in transforming complex information into accessible, practical resources to enhance understanding and application among diverse audiences. Working with a national team dedicated to supporting recovery for people impacted by complex trauma, you will develop and refine educational materials, guides, and content across digital and print platforms.

This role will bridge research, lived experience, and professional insights to translate knowledge into tools that drive impact and promote trauma-informed practice.

RESPONSIBILITIES

1. Knowledge Synthesis & Resource Development

- Translate complex concepts and research into accessible resources such as guides, fact sheets, articles, and social media content tailored for various audiences, including survivors, families, practitioners, and policymakers.
- Collaborate with subject matter experts to distil and organise knowledge from multiple sources, including cultural, clinical, and lived-experience perspectives.
- Design and edit content that communicates trauma-informed principles clearly, adhering to tone and language appropriate for each audience.

2. Collaboration & Stakeholder Engagement

- Work closely with internal teams and external stakeholders to co-design materials, ensuring the content meets the needs of diverse groups.
- Engage with the Living and Lived Experience Committee, the broader organisation, and key external partners for feedback, insights, and knowledge-sharing.

- Partner with advocacy and training teams to create resources that support public awareness and stakeholder education initiatives.

3. Digital & Print Content Management

- Manage the development and dissemination of digital and print materials, including newsletters, e-learning modules, website resources, and social media.
- Utilize analytics and feedback to evaluate the effectiveness of materials, making adjustments to improve reach and engagement.

4. Training & Development Support

- Contribute to the creation and maintenance of training resources and presentations for use in professional development, webinars, and external workshops.
- Lead or assist with knowledge-sharing sessions and webinars for internal staff and contractors to reinforce best practice and organisational standards.

5. Continuous Improvement

- Identify emerging research, trends, and practices to inform new materials and refine existing resources.
- Participate in team meetings and contribute to discussions on improving knowledge translation processes and practices.

6. Quality

- Upholds and follows the policies and procedures of information management, risk management, quality management processes, recordkeeping, privacy, confidentiality and other organisational policies and procedures.
- Promotes a safety culture and follows both quality and safety management system processes.
- Ensures self and team consistently meet statutory obligations as Mandatory Reporters and follow risk of harm protocols.

QUALIFICATIONS, EXPERIENCE & CAPABILITIES

- Bachelor's degree or higher in a related field (e.g., Human Services, Education, Communications, Psychology).
- 5+ years of experience in knowledge translation, communications, or a related role within healthcare, social services, or the nonprofit sector.
- Proven ability to synthesise complex information into clear, concise, and engaging resources for varied audiences.

- Strong writing, editing, and content development skills for both digital and print formats.
- Strong understanding of trauma-informed practice, mental health, and complex trauma
- Communicates clearly, actively listens, and responds with understanding and respect, including ability to embrace multiple and divergent views.
- Excellent collaboration and relationship-building skills, with a sensitive and respectful approach to diverse perspectives.
- High attention to detail, strong organisational skills, and the ability to manage multiple projects simultaneously.
- Demonstrated drive and motivation, with the capacity to self-reflect, respond constructively to feedback and a commitment to learning.
- Proficiency with digital tools (e.g., Microsoft Office applications, CRM systems, content management platforms).

AVAILABILITY

- This role is full-time and will include reasonable additional hours, as may be required by the role level and responsibilities.
- This role operates nationally and may require travel to or working within locations across Australia.

OTHER REQUIREMENTS

- It is a requirement that all BKF employees have a valid and current national police check/criminal History Check.
- This role requires a valid and current Working with Children/Vulnerable Persons clearance for the duration of their employment.
- Adaptability and flexibility, as this role and underlying processes may change and develop in line with business needs.
- As this role is based at home, maintenance of a safe and WH&S compliant home office space with access to an internet connection speed tier of NBN50 - 50/20 (or better) is required.