

Knowledge & Capability Assistant Role Profile

Job title	Knowledge & Capability Assistant
Location	Australia (preferably East Coast) – Home based
Responsible to	Director of Knowledge & Capability Development
Salary	AUD \$52,000.00 – 60,000.00 per annum depending on experience
Contract	Full-time Fixed term contract for 12 months (37.5 hours per week)

About us

The International Agency for the Prevention of Blindness (IAPB) is the overarching alliance for the global eye health sector dedicated to eliminating the global vision crisis. A global network spread across 100+ countries, of the most brilliant and committed non-profits, philanthropists, public and private organisations.

There are 1.1 billion people living with sight loss because they don't have access to eye care services. We are making the case loudly and repeatedly that access to eye health services are vital to everything, for everyone.

IAPB, on behalf of its network, holds trusted relationships with the United Nations and the World Health Organization. No one else is operating under this same model with the same reach. We are a growing and successful international organisation registered as a charity in the UK with a dedicated staff team located around the world.

We are seeking someone to be a part of our journey and help us achieve our goals. We are a small charity with a supportive can-do attitude. We are informal but professional and work flexibly. This role offers a real opportunity for someone to contribute our development and progress towards our goals.

Overview

This role is an excellent opportunity for a highly organised and proactive individual to support the Director of Knowledge & Capability Development in delivering IAPB's knowledge priorities. The Assistant will play a central role in coordinating day-to-day operations, supporting knowledge projects, communications and stakeholder engagement. Working closely with colleagues across teams and time zones, the postholder will help enable smooth delivery of activities, maintain accurate systems and processes, and contribute to a positive experience for members, partners, and internal teams – and offering valuable exposure to global knowledge work within a mission-driven organisation.

Scope and Accountability:

Knowledge Administration & Support

- Provide day-to-day administrative support to the Director of Knowledge & Capability Development, including diary management, meeting coordination, and travel arrangements.
- Support basic financial administration such as processing invoices, expenses, and purchase requests.
- Maintain accurate internal records, filing systems, and documentation.
- Coordinate activities across the knowledge, capability development, and data & evidence areas to support timely delivery and reporting.
- Assist with drafting, formatting, and proofreading documents, presentations, and reports.
- Maintain knowledge related records, contact lists, and mailing lists in the CRM system.
- Provide administrative support to the wider team as required.

Knowledge Stakeholder Engagement & Communications

- Respond to knowledge-related enquiries in a timely and professional manner.
- Support internal and external communications, including drafting and scheduling routine updates and e-blasts.
- Assist with member engagement by gathering content such as case studies, testimonials, and updates.
- Help coordinate events, workshops, and online meetings, including logistics and materials.

General

- To respect the personal choice and lifestyles of colleagues those with whom we come into contact, ensuring that equal opportunity principles are always applied.
- To be an ambassador for IAPB and demonstrate IAPB organisational behaviours – Ambitious, Collaborative, Inclusive and Strategic.

Skills & experience

- Strong administrative experience, ideally within a membership body, or international NGO organisation.
- Proficient in the use CRM systems and confident handling data.
- Proficient in the use of M365 suite of tools.
- Excellent written and verbal communication skills.
- Strong attention to detail and highly organised.
- Ability to handle multiple tasks and meet deadlines.
- Experience working across multiple time zones and cultures.
- The ability to operate autonomously.
- Excellent interpersonal skills, including the confidence and ability to deal with senior stakeholders.
- Strong use and adoption of digital technologies.



- A collaborative approach.
- Commitment to the values and behaviours of IAPB.

Other Information

- Benefits include 20 days annual leave (plus statutory bank holidays).
- Flexible working.
- Employee Assistance Provider.
- Various family friendly policies.
- We are only accepting applicants with a right to work in Australia; we are unable to sponsor people requiring a work visa.

To apply:

Please send your CV and cover letter to hr@iapb.org.

Closing date Sunday 1st February 2026. IAPB reserves the right to close the vacancy before the closing date.

Due to the volume of applications received, we are unable to respond to everyone. If you have not heard from us within 28 days of the closing date, please assume your application has been unsuccessful.

We request no contact from agencies.