

Events & Membership Officer

Infrastructure Partnerships Australia (IPA) is seeking an experienced, committed and focussed events and membership officer, to join our dynamic team.

About the company

Infrastructure Partnerships Australia is an independent public policy think tank and executive network, focused on excellence in social and economic infrastructure. We bring together Australia's major public and private infrastructure organisations, harnessing deep industry expertise and our policy expertise to shape government infrastructure policy toward the best possible economic and social outcomes.

About the role

Reporting to the Senior Manager, Events & Membership this exciting role demands a high level of organisation, with an ability to work effectively across multiple tasks and priorities.

You will join a youthful, energetic and vibrant team of dedicated professionals, with exposure to Australia's most prominent business, public sector and political leaders – in a company with a proven track record of promoting and developing staff.

Position:	Events and Membership Officer
Work Type:	Full time
Reporting to:	Senior Manager, Events & Membership
Key Deliverables:	<p>Support the development and delivery of IPA's events programme; including:</p> <ul style="list-style-type: none"> • Administering and monitoring the invitation and rsvp processes for events, utilising our internal processes including HTML email distribution software; • Assisting with events administration duties and event preparation as required such as venue sourcing, managing speakers; and • Attending events and representing our organisation in a professional manner. <p>Support the development and delivery of IPA's membership and communications strategies including;</p> <ul style="list-style-type: none"> • Maintaining the CRM to effectively manage members and other stakeholders across industry and government; • Assisting with membership renewal; • Preparing membership engagement reports; and • Assisting with membership administration duties as required.
Required attributes:	<ul style="list-style-type: none"> • Minimum one year experience in an events, membership, admin or similar role; • Strong organisational skills; • Competent in the use of Microsoft Office programs;

	<ul style="list-style-type: none"> • Excellent verbal and written communication skills and attention to detail; • Ability to confidentially prioritise and manage multiple tasks and priorities; • Demonstrated ability to work effectively under pressure as part of a team or independently to meet deadlines, organise work and set priorities; and • Positive 'can do' attitude
Desirable attributes:	<ul style="list-style-type: none"> • Experience using Salesforce; and • Completion of a relevant tertiary qualification or completion of relevant work experience
Terms and Conditions:	<ul style="list-style-type: none"> • Sydney CBD office location; • Working outside normal office hours may be required; • Some interstate travel may be required; • A six month probationary period from commencement date and during this time the agreement can be terminated by either party without notice or penalty; • Remuneration will be a gross salary package negotiated on relevant skills and experience (it will include superannuation, personal leave, annual leave and any other statutory entitlements); • A performance bonus may be payable, depending on corporate and personal performance; • A formal performance review will take place at least each six months; • The annual leave entitlement is 20 days per annum. The IPA office closes over the Christmas – New Year period. IPA practice is to maximise the Christmas period for staff holidays; and • Personal leave - ten (10) days per annum. This includes sick leave and carers leave.

How to apply

Applicants for this position must briefly address the required attributes stated in the position description and send their applications to:

Human Resources Manager
Infrastructure Partnerships Australia
PO Box R1771
ROYAL EXCHANGE NSW 1225

Or email to:
IPACareers@infrastructure.org.au

For further information please contact Rachel Bradley, General Manager, Business Operations on 02 9152 6019.