

Events & Membership Office – fixed contract role

Infrastructure Partnerships Australia is a non-for-profit industry think tank and an executive member network, providing research focused on excellence in social and economic infrastructure. We exist to shape public debate and drive reform for the national interest.

We work with prominent member organisations from the private and public sector across Australia and we are big on delivering exceptional user experiences across our services, including digital platforms.

We are a small and young team of policy, advocacy, event and digital production leaders in our fields that are passionate about what we do, and we are looking for our next integral team member.

We strive for a culture of transparency, respect for each other, collaboration, integrity and having a forward-thinking mindset.

About the role

Reporting to the Senior Manager, Events & Member Engagement 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.

Key responsibilities

Support the development and delivery of Infrastructure Partnerships Australia's events programme and membership function including:

- Administering and monitoring the invitation and rsvp processes for events, utilising our internal processes and email distribution software;
- Assisting with events administration duties and event preparation as required such as venue sourcing, managing speakers;
- Drafting sponsorship proposals, letters and event collateral;
- Attending events and representing our organisation in a professional manner;

- Maintaining the CRM to effectively manage attendees and members and other stakeholders across industry and government;
- Drafting membership engagement reports;
- Liaising with members on their engagement and membership renewals;
- Assisting with other administration duties as required.

Required attributes

- Minimum one year experience in an events, membership, admin or similar role;
- Strong organisational skills;
- Competent in the use of Microsoft Office programs;
- 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 Skills

- Experience using Salesforce; and
- Completion of a relevant tertiary qualification or completion of relevant work experience

Terms & Conditions

- Full time 13-month fixed contract
- Work from Sydney CBD based office
- Flexible working policy
- 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)
- The annual leave entitlement is 20 days per annum. The Infrastructure Partnerships Australia office closes over the Christmas – New Year period. Our 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.

Application process

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 Georgia Ellen, Senior Manager, Events and Member Engagement on 02 9152 6027.