

Events Administration Officer

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 to help us manage and optimise our two websites.

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 Director, Events this exciting role demands a high level of organisation, with an ability to work effectively across multiple tasks and priorities.

The Events Administration Officer will join a small team delivering a high-level events programme. You will be assisting and contributing to the administration of the large events programme with the aim of moving towards the end-to-end delivery of your own events.

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 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;
- Assisting with other administration duties as required and
- Undertaking other relevant duties as assigned by the Chief Executive Officer or the Executive Leadership Team.

Required attributes

- Experience in admin or similar role;
- Strong organisational skills;
- Competent in the use of Microsoft Office programs;
- Exceptional verbal and written communication skills;
- Excellent 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 an event management software; and
- Completion of a relevant tertiary qualification or completion of relevant work experience

Terms & Conditions

- Full time, permanent 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)
- A performance bonus may be payable, depending on corporate and personal performance
- 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, Director, Events on 0432 851 546.