



EVENTS OFFICER ROLE AT INFRASTRUCTURE MEMBER NETWORK

About Infrastructure Partnerships Australia

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 are a member-based organisation representing the Australian infrastructure sector. Our members are drawn from both the public and private sectors, representing the full infrastructure lifecycle.

The team

The Member Services team operates Infrastructure Partnerships Australia's member engagement function, including an industry leading events programme, the account management of existing members, and the acquisition of new members. The Member Services team proactively tracks the interests the infrastructure sector to ensure we deliver value to our members and remain industry leading. With over 90 events per year, our events programme focuses on the key trends and interests of the sector and includes our signature events: The National Infrastructure Awards and a premier infrastructure conference, *Partnerships*.

The role

Infrastructure Partnerships Australia is recruiting an Events Officer to aid in the smooth delivery of our events programme. Reporting to the Senior Manager, Events Lead the successful candidate will be responsible for the end-to-end delivery of your own smaller events while assisting with the larger events in the programme. 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.

Key responsibilities

- Full end to end event management of your own events, with guidance from the Senior Manager, Events Lead;
- Administering and monitoring the invitation and rsvp processes for events, utilising our CRM (Salesforce) and Event Management Software (Lyyti);
- Assisting with events administration duties and event preparation as required such as venue sourcing, managing speakers and sponsors;
- Drafting speaker 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;
- Monitoring the events contact inbox and responding to enquiries in a timely manner;
- Assisting with other administration duties as required





About you

The successful candidates will join an energetic team of dedicated professionals from a range of academic and professional backgrounds.

Preferred candidates will have:

- 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

Additional desired attributes include:

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

Additional details

- Full-time permanent contract
- Sydney CBD based position
- Flexible working policy
- Interstate travel and working outside normal hours will be required on occasion
- Salary package negotiated on relevant skills and experience

To apply

Applicants must send a covering letter and resumé to: IPACareers@infrastructure.org.au

For initial queries, please contact: Damon Luu, Senior Manager, Events Lead at damon.luu@infrastructure.org.au or on 0421 382 322.

