

Australian Progress Event and Training Logistics Coordinator - position description

OVERVIEW

We are hiring an Event and Training Logistics Coordinator to work across the breadth of Australian Progress' events and training programs, to build the capacity of social change makers and movements.

You will be someone who loves organising things, a good team player and communicator, with a willingness to do a wide range of logistical and administrative tasks, including scheduling meetings, making phone calls, drafting copy, organising events and contributing to project management. You will also be someone who cares about people and their experiences, attentive to small details and making sure everyone has what they need in our training programs and events.

We strongly encourage First Nations people, people of colour, disabled people, refugees and asylum seekers, people from low-socio economic backgrounds and LGBTQIA+ people to apply.

We have a number of flexible work arrangements that make working for us more accessible including ability to work from home, flexible working hours, and a willingness to discuss other needs as required.

For further information, or a confidential conversation about the role, please contact Executive Director at Australian Progress, Kirsty Albion, on kirsty@australianprogress.org.au.

ABOUT AUSTRALIAN PROGRESS

Australian Progress builds the capacity of civil society to achieve systems change. Our work is divided into three pillars:

1. We **strengthen the skills of community leaders**, equipping them with cutting-edge leadership and advocacy skills.
2. We **foster community**, supporting development of cross-sector relationships, knowledge sharing and strategic collaborations.
3. We drive **shared action**, catalysing new ideas, unlocking funding, and leading strategic research to strengthen the approach of our movements.

We are a community of 9,000+ social change makers from 1,000 organisations working across issues as diverse as climate, First Nations justice, health, gender equity, LGBTQIA+ rights, animal rights, democracy, economic justice, racial justice and disability justice.

Our organisational values

- **Courage** - We are ambitious, we take risks and we embrace challenging conversations.
- **Generosity** - We are compassionate, patient and value the dignity of everyone.
- **Equity and justice** - We centre impacted communities and lived expertise, and maintain our integrity and accountability through listening and learning.
- **Collective power** - We believe in people-powered change, we respect roles in a movement, and share skills and knowledge.

OUR WORK

Here's a summary of the major events and trainings we have coming up in the next year:

- **Progress 2023**, our flagship conference returning in-person and online in June 2023, bringing together 1,500+ changemakers from across civil society for the first in four years.
- A **First Nations Summit**, led by and for First Nations advocates, to share ideas, build skills and knowledge, and foster cross-sector relationships and collaborations for transformative policy change.
- **Nexus 2022**, bringing together 200 next-gen philanthropists and social changemakers to build connections and strengthen knowledge and understanding of advocacy as a tool to create systems change.
- Two cohorts of our flagship **Progress Fellowship**, a five month training for mid-senior level advocates.
- Multi-day training programs including **Corporate Campaign Training** and **Management Masterclass**.
- Speciality training to build community organising capacity, including an **Organising Essentials short-course** and **Digital Organising Bootcamp**.
- Speciality training to build media skills and knowledge, including a **Media Training** for advocates with lived experience of economic inequality.
- **Passing the Message Stick**, a First Nations-led message research and training project, to shift public narrative and build support for First Nations self determination and justice.

ABOUT THE ROLE

The Events and Training Logistics Coordinator will work across Australian Progress' program of work, providing logistical and production support across a broad range of events and trainings. Key responsibilities of the role will include:

- Event coordination, including liaising with venues and suppliers, writing runsheets and coordinating volunteers at an event.
- Event recruitment, including managing systems like Eventbrite, tracking RSVPs and managing prospect lists.

- Speaker liaison, including collating speaker bios and photos, and supporting with speaker briefing ahead of major events and training.
- Project management support, including recording notes and actions from team meetings, as well as maintaining shared project and task management systems (such as spreadsheets and Asana).
- Scheduling meetings and managing calendars.
- Booking travel.
- Basic web page and social media copywriting and updates.

A month in the life of your role could include:

- Collating bios and photos of 50 speakers ahead of the FWD+Organise conference
- Creating a spreadsheet of dietary requirements for 20 Fellows and using that to organise a caterer for the training.
- Attending one of our many trainings, setting up Zoom Breakout rooms and sharing materials with participants.
- Setting up the web pages (basic digital skills only) for the upcoming Media Spokesperson training.
- Scheduling and sending calendar invites to expert presenters for an upcoming coaching day.
- Researching suitable venues and providing the Events and Operations Manager with a list of recommendations that fit within criteria for the event.
- Updating and tracking tasks on Asana, our project management system, and supporting team members to understand key priorities and deadlines.
- Writing a minute by minute runsheet for the NEXUS Summit, to ensure the event runs smoothly.

ABOUT YOU

Our ideal applicant will be exceptionally well organised with previous administration or events experience, as well as demonstrated enthusiasm for the social change sector. You will have a natural eye for detail and an appreciation for accuracy. You will be competent in prioritising your workload, meeting your objectives on time.

We encourage you to apply even if you don't have all of the relevant skills and experience - we are a professional development organisation and have opportunities for on-the-job training.

Key attributes and experience

- **Organised and efficient** - able to plan and prioritise effectively, and deliver a large volume of diverse tasks
- **Team player** – Cooperates effectively with the team and works collaboratively to achieve work plans and goals.

- **Attention to detail** - take the time to review the small details and notice when things are missed.
- **Strong communication skills** - able to communicate clearly via email and phone to participants and stakeholders.
- **Enthusiasm** for the social change sector and social justice values.
- **Event, logistics and/or project delivery** experience.

SALARY

The salary offered for this role is \$72,000 FTE, plus 10.5% superannuation. The salary will be determined on the level of experience you bring and the level of responsibility you will therefore take in leading this work.

ADDITIONAL INFORMATION

- The role will be offered as a 12 month fixed term contract, with the possibility of renewal dependent on funding.
- This role is 0.8-1.0FTE position, with flexibility to work outside ordinary working hours. Applicants who need to work flexibly within these part-time hours will be considered.
- The Australian Progress team is based predominantly in Melbourne and NSW. While we would prefer you to also be based in Melbourne, we'll consider applications from candidates around Australia, and are open to hiring someone interested in a long term remote work arrangement.
- We are actively looking for applicants from a diverse range of genders, cultures, language groups, abilities, and experiences. We strongly encourage people who have lived expertise of systemic injustice to apply, including First Nations people, people of colour, people seeking asylum or refugees, people with disability, people experiencing economic injustice and LGBTQIA+ people.
- Some interstate travel may be required for major events.
- We are a workplace that is friendly to people with caring responsibilities and will make reasonable adjustments.

APPLICATION PROCESS

To apply, please submit up to two pages in response to the following three questions:

1. Tell us why you're interested in being part of Australian Progress and supporting the growth of social and environmental justice movements.
2. Can you share with us your experience in events, logistics or project delivery?
3. What do you think you will find easy about the role, and what will be most challenging?

Please use the subject line “*Application: Event and Logistics Coordinator*”, and include your CV of no more than two pages, plus two references. Email applications to kirsty@australianprogress.org.au.

Applications close at midnight on Sunday 18th September.

For further information, or a confidential conversation about the role, please contact Executive Director at Australian Progress, Kirsty Albion, on kirsty@australianprogress.org.au.

Do not be deterred from applying if you have some, but not all, of the required key attributes. If you are motivated to work with Australian Progress, please submit an application as on-the-job training will be provided.