



## Position Description

POSITION TITLE	Event Manager (0.8 EFT)
ORGANISATION	Renew Australia Inc
REPORTS TO	CEO
DIRECT REPORTS	Volunteers from time to time
MAIN LOCATION	Working from home & Renew's office (Melbourne CBD)
JOB DESCRIPTION DATE	Effective May 2025
SALARY	FTE \$83,992 + super (adjusted for part-time hours)

### Overview

Renew Australia Inc is an independent not-for-profit member-based association that inspires, enables, advocates and campaigns for people to live sustainably in their homes and communities. Established in 1980, Renew provides expert, independent advice on sustainable solutions for the home to households, government, and industry.

Renew has helped thousands of households reduce their environmental footprint and save money with information on energy efficiency, solar power, rainwater tanks, materials reuse, and waste management.

Renew engages with thousands of people each year around Australia and beyond. We work with more than 7,000 members and subscribers from across Australia, including our network of active branches. Our community of climate change action includes:

- users of our online information and calculators,
- people contacting our advice service, our research and advocacy partners,
- readers of our two market-leading sustainability magazines *Renew* and *Sanctuary*,
- participants at our regular expert events, expos and our annual national flagship event, Sustainable House Day.

Renew advocates in government and industry arenas for easy access to sustainable solutions as well as continual improvement of the technology, information and products needed to change the way we live.

### Vision

A world in which communities thrive in a way that does not cost the earth.

### Mission

To inspire, enable, and advocate for people to live sustainably in their homes and communities.

## Position

Renew is looking for an experienced event manager to coordinate and deliver Renew's flagship annual event Sustainable House Day in the first quarter of 2026, & other events held throughout the year.

This role will be responsible for planning and marketing both online events and in-person elements of the Sustainable House Day program, including open home tours around the country. The role will also ensure that Sustainable House Day is effectively promoted and ensure that all sponsorship deliverables are met. In addition, this position will be responsible for facilitating monthly online workshops for our members and the community, and other occasional in-person events.

This position is 4 days/week, and reports directly to management or the CEO.

### Responsibilities include:

- Develop and deliver events for Renew, including the Sustainable House Day 2026 program.
- Engage positively with a range of key stakeholders including sponsors, partners, local councils, climate change and sustainability groups, Renew local branches and volunteers.
- Support and empower participating Sustainable House Day homeowners to host successful open home tours.
- Work collaboratively with the Renew team to:
  - ensure that event production is carried out to a high standard;
  - guide arrangements with event sponsors and ensure deliverables are met;
  - and support the national promotion events, including with media, online and with stakeholders
- Supervise casual staff in the delivery of online events.

## Selection Criteria

### Essential

- 1-2 years of demonstrated experience in coordinating and marketing large-scale events both in-person and online.
- Demonstrated ability to work with a variety of stakeholders including community groups, local councils, and volunteers.
- Excellent project management skills and a desire to deliver projects in an organised fashion.
- Demonstrated experience in online tool including WordPress, CRMs, and social media platforms (e.g., Facebook, Instagram, Twitter).
- Strong written and verbal communication skills.
- A positive, solutions-focused attitude, with attention to detail and ability to meet tight and multiple deadlines.
- Ability to work independently, demonstrate resourcefulness and manage competing priorities in a small team environment.

**Desirable**

- Relevant diploma or degree qualifications.
- Design and layout experience, with competencies in the Adobe Suite and Canva.

**Work arrangements**

This is a remote - work from home position, with occasional in-person meetings. Preferably based in Melbourne.

Hours can be negotiated by the successful applicant, however, due to the nature of the role, there will be required core times of work, occasional travel and some out of hours meetings and events

**Additional benefits**

Annual leave loading of 17.5%

Paid Christmas closure