

August 2026

POSITION DESCRIPTION

Manager - Communications, Events and Partnerships

REPORTS TO:	Chief Executive
DIRECT REPORTS:	Graphic and Web Designer; Member, Communications and Events Assistant; and Communications Assistant
CLOSING DATE:	Wednesday, 26 August 2026

POSITION PURPOSE

[The National Rural Health Alliance](#) (the Alliance) is Australia's peak representative and advocacy body for regional, rural and remote health, with a secretariat located in Canberra ACT. The Alliance of 57 national Members (which forms a Council) works to improve the health and wellbeing of the 7.4 million people in rural, regional and remote Australia. The Alliance is seeking an experienced professional to:

1. Lead a team to communicate with Members, Friends of the Alliance (Friends) and other key rural health stakeholders and media.
2. Manage the team working with professional conference organisers to develop and run events and meetings. The Manager will work with the Chief Executive and other team members to manage all elements of the Alliance's biennial national rural health conference and other events including scientific symposiums and webinars.
3. Build and manage its strategic partnerships, apply for grants and investment that align with its values and strategic direction and develop an appropriate income diversification strategy.
4. Grow and support the membership of Friends and Allies of the National Rural Health Alliance.

POSITION RESPONSIBILITIES

The Manager – Communications, Events and Partnerships works under the general direction of the Chief Executive. Responsibilities include:

1. Communications

- Lead and oversee the work of the communications team at the Alliance.
- Ensure media releases and media engagement reflect NRHA strategic intent and policy.

2. Events

- Under the general direction of the Chief Executive and working with the NRHA team and an external conference organiser, manage the Alliance's biennial national rural health conference and biennial scientific and research symposia together with webinars and other events.
- Manage the work of the Conference/Symposium Committee and external conference organiser including (if needed) agendas, minutes, diary entries.
- Maintain professional relationships with stakeholders, sponsors in various industries pertaining to rural health and the events industry.
- Under the direction of the Chief Executive seek and manage sponsorship opportunities and be the point of contact for all sponsors of events.

- Lead the team to develop the conference website and publicise and promote Alliance events.
- Oversee the finalisation of accounts, publications, reports, surveys and other post-conference and event activities as required.

3. Fundraising

- Seek grant opportunities that reflect the values and strategic direction of the Alliance.
- Seek and apply for industry awards and awareness raising opportunities for the Alliance.
- Write competitive grant proposals that have a strong chance of success and will be suitable for the size and capabilities of the Alliance.
- Develop strategic partnerships with stakeholders to support, complement and strengthen grant proposals, increase bequests and/or donations.

4. Friends and Allies of the National Rural Health Alliance – engagement/partnerships

- Work cooperatively with stakeholders, such as community organisations, Friends and Allies of the National Rural Health Alliance, government and other organisations to investigate and develop suitable partnerships to deliver programs and policies that advance the strategic priorities of the Alliance.
- Through the Alliance's events and Friends and Allies membership, develop and maintain strong professional relationships with key stakeholders.
- Work with Council member organisations, NRHA policy team and other stakeholders to advocate for improvement in rural and remote health in alignment with the Alliance's policy directions.

5. Other

- Contribute to a workplace culture that is consistent with the Alliance vision, objects, guiding principles and values.
- Lead the Communications, Events and Friends and Allies team with a positive growth culture.
- Work in a manner consistent with the governance and management policies and procedures of the organisation.
- Undertake additional administrative tasks as required in a small team.
- Provide support to the Chief Executive and others on matters relating to planning, budgeting, future opportunities relating to the Alliance's events and programs.
- Perform other duties as directed by Chief Executive and necessary for the proper performance of the role.

Selection criteria (to be addressed in letter of application)**Essential:**

1. A record of achievement and extensive experience in all aspects of conference and events management.
2. Proven ability to build relationships and work collaboratively with a wide range of stakeholders including member organisation representatives, conference presenters including politicians, keynote speakers, researchers and academics, and peak bodies.
3. High-level communication skills and contacts, particularly for media engagement, and writing annual and other reports.
4. Experience in grant writing and philanthropic proposal development for complex projects that involve multiple stakeholder partnerships.
5. Possess the ability to work in, and lead a small communications team, have good organisational ability and demonstrated capacity to take initiative, be self-directed and meet deadlines with minimal supervision.
6. Work within and collaborate in the greater team.
7. A commitment to improving the health and wellbeing of the 7.4 million people living in rural and remote Australia.

Desirable:

1. Qualifications in a discipline relevant to communications, event management and membership/stakeholder relations.
2. Experience with using Excel and Membership database programs.
3. An understanding of key stakeholders in the health sector particularly in regional, rural or remote locations.
4. Experience working in the not-for-profit service sector with a strong advocacy focus.

The position is a full-time position, based in Canberra, offering a generous salary package, salary sacrifice/package (full PBI status) after a three-month probation period, 13 per cent employer superannuation contributions and free parking. Consideration will be given for suitably qualified candidates who would prefer part-time hours.

HOW TO APPLY

Applications should include a copy of your resume and a maximum three-page cover letter outlining your experience and expertise in addressing the selection criteria to perform the duties of the position.

If you have any questions about this opportunity, please contact:

Michelle Lindsay
Executive Assistant to the Chief Executive
Phone: 02 6285 4660
Email: careers@ruralhealth.org.au

Applications should be emailed to careers@ruralhealth.org.au by COB **Wednesday, 26 August 2026**.