

Events & Fundraising Support Officer

RACS Position Description

The Refugee Advice Casework Service (RACS) seeks a dedicated person to join its team of committed human rights professionals in the role of Events & Fundraising Support Officer. This will be a part-time (0.6 FTE), fixed term contract to April 2027 based in Randwick.

This role will report to RACS's Events & Partnerships Coordinator, working closely with the rest of the Marketing & Communications team and collaborating with other RACS teams from time to time.

Note that as part of this role you may be required as a condition of your employment to travel throughout metropolitan Sydney, however your employment will be primarily in Randwick. This role is expected to involve a minimum of two days per week working from our Randwick office, with the remaining day being work from home.

RACS is committed to working together to achieve a more inclusive community. Our workplace strives to be one that embraces and celebrates diversity and the wide range of skills, expertise and experience we can all bring to strengthen our dynamic, collaborative and responsive environment. RACS encourages people from all backgrounds to apply, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, people that identify as belonging to the LGBTIQ+ community and people with disabilities. RACS welcomes applications from those with the lived expertise of seeking asylum, newly arrived people as well as those on temporary visas with the relevant permission to work. RACS also recognises experience in environments outside of Australia.

About RACS

The Refugee Advice and Casework Service (RACS) is one of Australia's oldest and most successful dedicated community legal centres with a vision of justice and dignity for refugees and a world where those who seek Australia's protection are able to live their lives with dignity, security, family unity and freedom.

RACS provides free, dedicated legal services for asylum seekers and refugees. Through individual advice sessions, community education and public advocacy, RACS strives to ensure that individuals and families, at risk of persecution or other forms of significant harm, gain access to equal and fair representation before the law, and are granted protection by Australia, and opportunities to seek family unity, in accordance with Australia's international obligations.

Our Mission: To achieve justice and dignity for and with refugees through the provision of dedicated legal services and advocacy

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Values: Respect – Integrity – Compassion – Fairness – Empowerment – Perseverance

Our work is premised on a commitment to fundamental human rights, human dignity and international protection. RACS demonstrates this commitment through its independent, impartial and professional advice; the integrity of its staff and volunteers; its belief in continuous learning, including through partnerships with other organisations; and the fair and flexible conditions it provides for staff and volunteers.

RACS Events & Fundraising Support Officer

We seek an individual with at least two years' work experience. Initially the primary focus of the position is to support the delivery of RACS's 40th Anniversary and other events.

The successful candidate will have prior experience in event logistics and support, preferably with exposure to community/peer-to-peer fundraising initiatives and relevant digital platforms.

The RACS working environment can be high volume of various competing priorities and the successful applicant must be skilled in managing time and priorities whilst ensuring systems are implemented and followed.

Key Responsibilities

Event logistics and support

Provide logistics and venue support to RACS's Events & Partnerships Coordinator across a range of events:

- Compile guest lists and segments
- Research cost-effective suppliers and potential sponsors/partners
- Liaise with suppliers (eg. catering, merchandise, performers) and sponsors
- Coordinate on-the-day setup and pack-down, and provide support during events
- Administrative tasks, including responding to guest enquiries, meeting minutes, post-event reports and follow-up

Community fundraising

- With support from RACS's Digital Marketing Coordinator, set up and monitor a community fundraising event on Raisely, including landing page, email journeys, graphics and promotional material
- Handle participant and donor enquiries
- Provide sponsorship/partnership support to RACS's Events & Partnerships Coordinator
- Create social media content and collate user-generated content during the fundraising period

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From time to time, the Events & Fundraising Support Officer will be expected to contribute to broader marketing team tasks, providing support on other projects during quieter periods. They will have the opportunity to participate in team-wide creative brainstorming, and gain experience in digital marketing, donor support and fundraising.

All RACS team members are expected to:

- Communicate with a wide range of stakeholders in a confident and a respectful manner.
- Be a contributing and supporting member of the RACS team, acting in accordance with RACS values in all conduct.
- Attend external supervision and/or debriefing as arranged.
- Be alert to the danger of burnout, monitor your workload and be pro-active in self-care.
- Participate in RACS's training and education programs as required to maintain appropriate skills
- Undertake administrative tasks as required in a small team.
- Perform other duties as reasonably required.

Selection Criteria

Essential

- Highly organised, process driven with strong attention to detail
- Experience delivering events for 20 to 200 participants
- Experience with Humanitix or similar event management platform
- Experience with Raisely or similar fundraising platform
- Proficiency in Office 365 tools, including Word, Excel, Teams, Forms and SharePoint
- Flexibility to work outside business hours on event days

Desirable

- Strong copywriting skills
- Strong interpersonal skills
- Nonprofit experience
- Experience with Salesforce or similar CRM
- Graphic design, using tools such as Canva

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