

Victorian Association for the Teaching of English

Position title:	Events and Member Engagement Officer
Reports to:	Executive Officer
Time fraction:	0.8 FTE
Salary:	\$89,969 (FTE) plus 12% superannuation
Location:	VATE Office, 1/134-136 Cambridge Street, Collingwood, 3066

VATE is a dynamic 9000+ strong community of English educators from across the state of Victoria.

VATE's Ambition Statement

VATE is a not-for-profit subject association committed to a vision of subject English that is equitable, inclusive, robust, creative, responsive, and critical. Through collaboration and community, VATE serves its members (secondary school English teachers) and their students from all sectors and regions across the state of Victoria.

Purpose: VATE exists to support its members at all stages of their English teaching career in the continuous process of renewal necessary to engage with the dynamic nature of both the profession and subject English. Through professional networks, advocacy, research, journals, professional learning, and resources, VATE leads and nurtures a community of teachers of secondary English committed to their students and the advancement of the profession.

Commitments: VATE is committed to Makarrata and Truth-telling. VATE acknowledges that we work, teach and learn on unceded land. Our work will recognise and celebrate the Aboriginal and Torres Strait Islander peoples of Australia as the first teachers and storytellers. For a fair and just society, we will promote and advocate for Truth-telling in the English curriculum and collaborate with First Nations people and organisations to co-create programs and resources.

VATE will advocate for the English teaching profession and our students in a range of educational contexts and the wider community. We will develop and provide policies and programs that underpin our advocacy work.

VATE will strengthen and nurture learning communities, professional networks, collaborative inquiry communities, and other professional learning contexts which allow teachers to reflect collaboratively, creatively, and critically on current practices and future directions for English teaching.

VATE will continue to develop effective professional learning programs for teachers to ensure continued development in the learning and teaching of English at all secondary levels. We will strengthen our commitment to equity of access for all members by delivering professional learning through a range of modes.

VATE will initiate, support, identify, and disseminate research to our members through our journal, *Idiom*, and other publications and resources.

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VATE will strengthen and expand our suite of publications. We will commit to developing new resources that are freely available to our members. To benefit its members, VATE will develop strategic partnerships at state and national levels with other teaching and subject associations, bureaucracies, statutory bodies and organisations.

To respond to the challenges of climate change, VATE will develop environmentally sustainable practices to minimise our carbon footprint at all VATE events, through our publications, and in all aspects of our work.

Purpose of the position

The Events and Member Engagement Officer is responsible for the management and administration of VATE's professional learning activities and supports member services, in compliance with the Rules of Association, VATE policies, and the law. Reporting to the Executive Officer, the Events and Member Engagement Officer position involves collaboration with a range of stakeholders and the capacity to be responsive to the needs of VATE members. This hands-on role, in a small, dedicated, and agile team, requires vision, energy and attention to detail.

Key responsibilities

Event logistics and administration

- Management of all logistics including: venue bookings and liaison with key suppliers and event operational staff; catering; room allocation; audio-visual equipment; presenter liaison; volunteers; and all other event collateral.
- Preparation and implementation of event plans including running sheets, schedules, task lists and checklists.
- Produce event reports and data for the Executive Officer and Council.
- Develop and/or update and enact VATE policies and procedures to ensure compliance with the law and best practice.

Member engagement

- Develop and implement short and long-term planning for membership.
- Provide customer service to members (secondary school English teachers) regarding event registrations, membership, and related queries.
- Assist in the development of member benefits.
- Coordinate VATE pre-service teacher awards.

Database, systems and website support

- For online/hybrid events, provide oversight of the online environment. This includes managing all pre- and post-event content.
- Assist with maintaining accurate member records.
- Assist with the management of the online event booking system.
- Provide practical IT and systems support to members.
- Assist with the development of guidelines and procedures to support member use and engagement with VATE online systems and website.

Communications, marketing and content

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- Support the development and implementation of a marketing and sponsorship strategy for conferences.
- Develop new opportunities and manage existing relationships with exhibitors, traders, and sponsors for conferences.
- Support the preparation and distribution of member communications for VATE events and membership
- Support social media scheduling, posting and monitoring for VATE events and membership.

Other duties

- All other reasonable duties as required and directed by the Executive Officer.

Position skills and experience

- Ability to work independently and with minimal supervision.
- Demonstrated time management, administration, and organisational skills.
- Clear written and excellent verbal communication skills to collaborate and negotiate.
- Demonstrated ability to work collaboratively and consultatively as a team member.
- Strong IT skills, including the ability to learn new systems, troubleshoot basic issues and support members to use VATE systems.
- Experience in member, customer, stakeholder or community engagement.
- Demonstrated ability to work with the following: Microsoft Suite, as well as a good understanding of Zoom, social media and experience with Customer Relationship Management systems and databases.
- Experience supporting digital communications, including email campaigns, website content, and social media.
- Current Victorian driver's licence and access to a car.

Working conditions

- All VATE employees are required to undertake and maintain a Working with Children Check and National Police Check.
- The initial appointment is subject to successful completion of a 6-month probationary term during which a 3-month initial review will occur.
- VATE offers the opportunity to work in a hybrid model, combining office-based and working from home arrangements.
- Out-of-hours work and travel is required. Where you are required to attend VATE events outside of your ordinary hours of work, you will be entitled to time-in-lieu.
- VATE closes for three weeks over the school Christmas holiday period.

Applications must include a current CV with a cover letter that addresses the key responsibilities and how your skills and experience align with this position. NB: Applications that do not address the key responsibilities in the cover letter will not be considered. For any additional information, please contact [Kate Gillespie](#).

Please email your application to [Kate Gillespie](#) by 12pm Friday 6 November, 2026.

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