

Position Description

Events Manager

Job Title	Events Manager	Status	Fixed term contract – 9 months (Parental Leave position, Nov 26 – July 27).
Location	Melbourne or Sydney preferred	Hours	Full time – 38 hours per week
Reporting to	Sector Development Lead	Salary	\$87,838 to \$104,9788 plus super (per annum)

About ALCA

ALCA is the peak national body for nature conservation, and we exist to scale the protection, management and restoration of nature across Australia.

Independent, and non-partisan, we unite and represent organisations actively caring for nature on private and non-government land. As a peak body, we amplify their collective voice and impact and shape the conditions that make their work powerful and enduring.

ALCA and its members address some of the most pressing conservation issues across the country, including restoring endangered ecosystems, building the protected area estate, tackling invasive species, expanding private conservation finance, and funding and using nature-based solutions to tackle climate change.

We are a small, flexibly working and nimble organisation. Working with ALCA represents a unique opportunity to work across a broad and diverse sector that is enabling meaningful policy change, driving investment and building sector capability that will have lasting impact for nature.

Position purpose statement

The Events Manager is a dynamic and fast-paced role that advances ALCA's sector development objectives by delivering high-impact events that strengthen the capability, connectivity and influence of Australia's land conservation sector.

Working collaboratively with ALCA staff, members, collaborators and supporters, this position is responsible for leading on and supporting the delivery of all events across ALCA's policy, nature finance and capacity building agendas. These include ALCA's flagship annual multi-day conference being delivered as a Global Congress co-hosted with the International Land Conservation Network in 2027, one-day Conservation Finance Intensive and other workshops as well as regular smaller virtual and in person convenings.

These events bring together practitioners, conservation and First Nations leaders, policymakers, and investors to catalyse collaboration, elevate sector priorities, share innovation and build the skills and relationships required to scale the protection, management and restoration of nature.

This position is an excellent opportunity for a highly organised, self-motivated and proactive individual with significant event management experience. The ideal candidate will have strong time management skills, with the proven ability to work across multiple projects and deliver high quality events within sometimes tight timeframes and budgets. The ideal candidate is a

creative and adaptable person, with exceptional communications and interpersonal skills who thrives in a small, dynamic organisation. The candidate should be able to work in a geographically dispersed team environment as well as independently.

Reporting Line: this position reports directly to the Sector Development Lead. The Events Manager focuses on delivering events as part of the Sector Development Team but also works across other ALCA program areas and teams.

Key responsibilities:

- Primary responsibility for coordinating all planning and logistics for ALCA's annual conference, supported by a professional conference organiser, First Nations advisors, ALCA staff, programming group and Members. This includes drafting all event planning documents, ensuring that key milestones are being met and managing the conference budget.
- Collaborate with ALCA staff and external stakeholders to organise and provide support for a range of other purpose-driven face-to-face and online events that provide opportunities for networking and build sector knowledge, capability and capacity.
- Work with First Nations advisors to ensure ALCA's First Nations Access and Engagement Strategy is being applied appropriately at all events.
- Support the Sector Development Team with securing sponsorship for the ALCA conference.
- Build and maintain strategic relationships with ALCA Members, sponsors, contractors and other key stakeholders in the delivery of key events.

Selection criteria

- Significant experience (at least 3 years) and the proven ability to design and manage inspiring in person and online for purpose events.
- Significant project management experience, including developing milestones, monitoring and evaluation and budget management.
- Experience and understanding of the private land conservation, First Nations land management or NGO/Not-for profit sector and a motivation to protect nature and culture to achieve a healthy and resilient Australia *is desirable*.
- Tertiary qualifications in a relevant field *is desirable*.
- Competencies and personal attributes: highly organised, self-motivated, collaborative and adaptable with strong engagement and relationship building skills.

We actively encourage Aboriginal and Torres Strait Islander people, people from Culturally and Linguistically Diverse backgrounds, LGBTIQ+ people, a diverse range of genders, people with disability and others who have diverse experiences of our world to apply for this opportunity.