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## Membership and Events Coordinator

Key Position Information	
Job Title:	<b>Membership and Events Coordinator</b>
Business Unit:	<b>Governance</b>
Location:	<b>Sydney, NSW</b>
Reports To:	<b>Manager, Communications and Memberships</b>
Status:	<b>Fixed Term, Full Time (35 hours / week)</b>
Salary	<b>SCHADS Level 4 pay point 1 \$70,000K-\$75,000 plus superannuation, commensurate with experience (not-for-profit salary packaging available)</b>
Delegation	<b>Category TBC (total budget to be determined)</b>
Direct reports:	<b>NIL</b>

### About AbSec

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), is our subsidiary organisation and a registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

#### Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

#### Our Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them

- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

### Role Purpose

The Membership and Events Coordinator supports the Communications and Memberships team in driving membership growth through recruiting, supporting and retention of members, as well as engaging with members to ensure participation in AbSec activities and events. The role also plans, organises and runs AbSec’s organisational and member events to ensure that each year the events are innovative, fresh and engaging.

### Position Requirements

Minimum of 1 year demonstrated experience working in a similar role, delivering events with stakeholder engagement.

Function	Accountabilities
<b>Operational</b>	<ul style="list-style-type: none"> <li>▪ Oversee the planning, organising and running of AbSec events, including the AbSec conference, the annual NAIDOC event, AbSec awards and smaller events such as giveaways and competitions.</li> <li>▪ Support in the development of promotional material and communications for AbSec events</li> <li>▪ Oversee the planning, organising and running of members events, including the AbSec Annual General Meeting, Special General Meetings and Forums.</li> <li>▪ Contribute to the development of strategy for memberships, including for recruitment and retention by identifying new opportunities to attract and engage AbSec members.</li> <li>▪ Maintain membership database and act as a first point of contact for membership inquiries.</li> <li>▪ Manage yearly membership renewal process, payments and supporting the AbSec board in approving new memberships.</li> <li>▪ Update all necessary membership paperwork as well as membership listings as per ORIC requirements, inclusive of year membership renewal processing and payments.</li> <li>▪ Contribute to the development of strategy for memberships, including for recruitment and retention by identifying new opportunities to attract and engage AbSec members.</li> <li>▪ Communicate relevant and necessary information and initiatives to current and prospective members including annual member survey.</li> <li>▪ Undertake other duties within the scope of this role, as directed</li> </ul>
<b>Organisational Contribution</b>	<ul style="list-style-type: none"> <li>▪ Work collaboratively with AbSec teams to ensure membership and events activities have relevant input.</li> <li>▪ Consistently acts in accordance with AbSec’s values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making.</li> <li>▪ Comply with AbSec Policies and Procedures.</li> <li>▪ Participate in organisational and professional development activities as directed.</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>▪ Chief Executive Officer and Directors.</li> <li>▪ All staff to ensure robust input into activities.</li> <li>▪ Stakeholders, including members, government agencies and media</li> <li>▪ Non-government agencies to leverage support and negotiate opportunities or differences.</li> <li>▪ Aboriginal communities, children, young people, and families.</li> </ul>

### Selection Criteria

**The occupant of this position will be able to demonstrate the following criteria:**

- Demonstrated experience working in a member based organisation
- Demonstrated experience working in events or stakeholder management, preferably for an Aboriginal organisation, not-for-profit, community services or government organisation
- Experience working with key online services, databases and programs such as Eventbrite, Campaign Monitor and CRMs
- Strong communication, interpersonal and negotiation skills with the ability to develop and maintain effective relationships within internal and external stakeholders
- Ability to manage priorities and deadlines in a time-sensitive, resource-scarce environment
- Ability to work independently as well as part of a team to ensure timely delivery of allocated tasks to a high standard

**The following are desirable:**

- Aboriginality and/or understanding of the importance of cultural connections for Aboriginal children, young people, families, and communities.
- Understanding of the NSW child protection system

**Practical Requirements**

- The preferred candidate will be engaged on a fixed term contract.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- A "C" class driver's licence
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.

**To obtain a position description please visit our website:** <https://www.absec.org.au/careers.html>

**For Further information:** please contact Jennifer Wallace [jennifer.wallace@absec.org.au](mailto:jennifer.wallace@absec.org.au) or 0295595299

**To apply:** Address the selection criteria outlined in the position description. Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

**Note:** if applicants do not address the selection criteria the application will not be considered.

**Email applications to:** [recruitment@absec.org.au](mailto:recruitment@absec.org.au)

**Applications Close: COB 7 September 2022**