

Position Description

Position Title	Conference Coordinator
Hours	28-35 hours per week (by negotiation)
Team / Program Area	WESNET Fifth World Conference of Women's Shelters
Award/Agreement/ Classification	Remuneration and conditions to be guided by the Social, Community, Home Care and Disabilities Industry Award 2010 [social and community service employees or crisis accommodation employees]. Level 7, Pay point 3. Conditions are in accordance with the NES and the SCHADS Award. Generous salary packaging is available as WESNET is a registered Public Benevolent Institution enabling staff to package up to \$30,000 before tax.
Reporting to	CEO, Safety Net Australia or her delegate
Tenure	Contract/negotiable with a view to at least 12 months
Location	Position is a work from home position.

Our Organisation

WESNET is a national women's peak body that facilitates and promotes policy, legislative and programmatic responses relevant to women and children who have experienced domestic or family violence.

WESNET aims to:

- Provide support for women victim-survivors and their children,
- Strengthen and build the women's family and domestic violence sector,
- Strengthen WESNET's position as the national leader of member services to the sector, and
- Use our specialist knowledge to achieve our purpose and maximise our capacity to eliminate family and domestic violence and other forms of gender- based violence.

Site/Program Profile

WESNET

As the national peak body representing over 350 Specialist Women's Domestic and Family Violence Services across Australia, Wesnet works alongside member services to provide direct relief to women and children affected by domestic and family violence (DFV) and other forms of gender-based violence. Our members are Australia's specialist womens DFV services - a system of complex service delivery organisations that assist women and children experiencing or escaping violence. We work across all states and territories in Australia.

Our work is focussed around upskilling our members through specialised advance training and education on emerging issues such as technology-facilitated abuse (tech abuse) and the ways that technology impacts women experiencing DFV. We provide frontline practitioners with specialist training and resources to assist them provide the best care and support for the thousands of women seeking support for DFV.

We also provide direct relief and other vital material aid through our award winning programs like Safe Connections (in partnership with Telstra) which provides smartphones and prepaid credit along with safety training) and WESNET Rides (which provides free rides for survivors in partnership with Uber) through our network of frontline services so it can be given safely to women experiencing DFV.

World Conferences of Women's Shelters support and strengthen the women's shelters movement and give shelters a public platform. Conferences are attended by around 1000 people from over 100 countries, and past prominent key-note speakers have included Crown Princess Mary of Denmark, Queen Maxima of the Netherlands, Reese Witherspoon and Denis Mukwege. Running over four days, these are complex and significant events.

WESNET is the chair of the Oceania network of women's shelters and has volunteered Australia to host the 5th world conference in 2025. This presents significant opportunities to build networks throughout the region and globally, and to further progress making women and children safer.

WESNET is seeking a dedicated person with extensive events expertise, to drive our success in hosting the conference and in securing support for the conference across the community.

Position Summary

The primary role of the International Events Coordinator will be as the key liaison and coordination point within WESNET for the organisation of the fifth World Conference of Women's Shelters.

Position Responsibilities

- Investigate and secure sponsorship and funding – including with governments, the corporate sector and community – of the conference.
- Develop and implement planning and project management documentation, including budgets and stakeholder engagement.
- Build support for – and engagement with – the conference across the women's specialist services sector, as well as across the community more generally, domestically and internationally.
- Help sustain WESNET and participate in other related activities and events as needed.

Position Requirements (qualifications, skills, knowledge and attributes)

Requirements: The successful applicant must have:

- Proven experience as event manager and high-level skills in project management, organisation, and time management.
- Exceptionally well-developed interpersonal skills, including a demonstrated ability to work cooperatively and effectively with other organisations and professionals.
- High level written communication skills, including the ability to write proposals, letters and marketing material.

- Sound computer skills and familiarity with marketing and/or fundraising strategy.
- Commitment to the agency vision and values and an understanding of a feminist philosophy.

Other useful skills to have can include any of the following:

- Understanding of the women's specialist services sector
- Understanding of government processes
- Understanding of women's human rights, particularly in the international and Asia-Pacific context
- Bilingual skills (e.g., reading, writing, speaking, signing).

Key Selection Criteria

Essential

1. Demonstrated ability to lead work associated with managing a complex international conference.
2. Appropriate skills, qualifications and/or experience to progress the sourcing of sponsorship and funding support, and to plan and deliver a conference from start to finish.
3. Exceptional interpersonal and negotiation skills, with a range of stakeholders including government, private and community sector.
4. High level written communication skills across a range of products including proposals, project management documentation, letters, marketing material and social and traditional media.
5. Sound ICT skills.
6. The ability to work independently and be self-driven, in a highly consultative environment.

Desirable

1. A commitment to enhancing the status of women and children in society and to be able to work and liaise respectfully and effectively across the sector in a positive and empowering manner.

Additional Information

- WESNET is an equal opportunity employer.
- Aboriginal and Torres Strait Islander people and those who speak languages other than English are encouraged to apply
- In regard to Health and Safety (H&S), all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by proactively managing incidents and injuries as well as co-operating with any measures introduced in the workplace to improve H&S.
- Employment is subject to a satisfactory current (within the past 12 months) National Police Check and General Working With Children (WWC) Check at the start of tenure and renewed every 3 years or as requested. The employee is also responsible for notifying the CEO if any criminal activity occurs in between National Police/WWC checks that may be likely to come up on a future check.

Relationship to performance development and review

This position description operates in conjunction with and forms part of the annual review and professional development process. An initial review will take place at the end of the induction and probationary period, which is six months following commencement of employment and then on the anniversary of commencement.

WESNET conditions and benefits

WESNET aims to provide a family friendly workplace offering flexible working arrangements. Benefits include:

- Generous access to salary packaging for living costs and entertainment up to the value of \$35,000 before tax. long service leave due after ten years, with access after seven
- Long service leave due after ten years, with access after seven Flexible working hours as agreed to assist in work/life balance
- Four weeks of paid parenting leave (after 12 months service) in addition to standard entitlements.

As a registered Public Benevolent Institution, WESNET is able to offer generous salary packaging options through Eziway including Living Expenses (grossed up value of \$30,000) and entertainment expenses (grossed up value of \$5,500).

How to apply

To be considered for shortlisting and an interview your application must include:

- Cover letter
- A statement which describes your suitability against each of the key selection criteria detailed in the Position Description.
- A resume containing your contact details, a summary of work experience, details of qualifications and education.
- Referees - if required for an interview you will be required to provide details of at least two referees - ideally one should be your current or most recent supervisor from your most recent employer - and another supervisor with knowledge of your work performance.

Application deadline: The final date for receipt of applications will be 9am on Monday 20 March 2023. PLEASE NOTE *Applications will be reviewed as they are received until a suitable applicant is found so you are advised to apply as soon as possible. Late applications will not be considered, however Wesnet does reserve the right to extend the final date if a suitable applicant is not found.*

Applications must be submitted via email to jobs@wesnet.org.au

- The position description is available at <http://www.wesnet.org.au/jobs>
- If you need additional information about the position please send your written enquiry to jobs@wesnet.org.au.
- A Single PDF is preferred.
- PLEASE NOTE: Applications that do not comply with the above will not be considered.
- No recruiters thanks.

