

## **ROLE DESCRIPTION – OUTBACK FORUM SECRETARIAT**

- JOB TITLE:** *Secretariat*
- JOB TYPE:** *Part-time Contract (0.3 FTE), 12 months with scope to extend over 36 months*
- LOCATION:** *Canberra (preferably in an established home office)*
- Reports to:** *To a member of the Outback Alliance Steering Committee Member*

### **BACKGROUND:**

The Outback Alliance is a cross-sectoral group of non-government organisations and individuals who have a focus on the development, welfare and protection of Outback Australian communities and its nature. The group work together to provide an effective voice to raise awareness of the unique issues impacting, and opportunities available to Outback Australia. The Outback Alliance also identifies key opportunities for influence to ensure the decision-makers develop, implement, and resource effective policies for the long-term effective and sustainable development of the Outback. The Outback Alliance Steering Committee comprises of individuals from the following organisations: CentaCare Catholic Family Services, Central Land Council, Desert Knowledge Australia, Kimberley Land Council, Ninti-One Ltd., The Pew Charitable Trusts, Rangelands NRM Alliance, and the Royal Flying Doctor Service.

### **POSITION OVERVIEW:**

The Outback Forum Secretariat will ensure that the Outback forums drive discussions that will directly influence Outback environmental, economic and social policy outcomes. Primarily, the Secretariat will organise the bi-annual Outback forums (bringing together key leaders and thinkers on particular issues for remote Australia to discuss), and will develop and communicate policies for long-term, stable and sustainable solutions to issues facing remote Australia. In addition to these organisational responsibilities, the Secretariat will also communicate forum outcomes through a number of means, including organising delegations, directly with politicians and through the media. The ideal candidate will ideally be familiar with policy-makers at a senior level nationally, and able to further promote key messages from the Outback forum and individual initiatives more broadly.

### **RESPONSIBILITIES**

- Work with Alliance members to formulate an annual plan, including ideal dates, topics and speakers for two Outback forums annually;
- Liaise with the Alliance members to formulate guest lists, and to identify key-stakeholder engagement and any other relevant details;
- Work with Alliance members to formulate a communications plans;
- Coordinate briefings and meetings to promote Forum recommendations;
- Assist with coordinating and driving other initiatives put forward by individual Alliance members;
- Coordinate all of the event logistics including:
  - Liaise with venue on all logistics incl. room set-up and AV, refreshments, guest requirements and invoicing details;
  - Compile guest list; invitations; managing registrations; agenda coordination, and guest speaker confirmation/communications;
  - Coordinate promotional and media materials (printed/online).
- Any other role-specific tasks as requested that assist in the achieving the Outback Alliance's goals.

## **SELECTION CRITERIA**

**Qualifications:** Minimum of an undergraduate degree in a relevant field or equivalent work experience

### **Desirable Skills & Experience**

- At least 5 years' experience in a similar role
- Proven experience in establishing and maintaining relevant partnerships across a broad spectrum of organisations and individuals;
- Capacity to communicate with influence, particularly within a collaborative context;
- Demonstrated ability to liaise with government and key stakeholders for specified outcomes within tight time-frames;
- Experience in planning, coordinating and leading on initiatives/projects;
- Demonstrated ability to successfully manage events, preferably for not-for-profit organisations;
- Demonstrated communications, media/PR experience; demonstrated ability to stay on message;
- Demonstrated experience in administration, meeting coordination and reporting.
- Knowledge of the communities and geography of remote Australia

## **CONTRACT + REMUNERATION**

The initial contract will be for 12 month period, with the possibility of extension based on performance and ongoing funding. We are offering this role in a part-time capacity 0.30 PTE (approx. 14 hours per week). Remuneration will be competitive and negotiable, based on skills and experience. Superannuation will be paid at a rate of 9.5%. It is expected that the successful candidate will undertake the contracted work from an established home office. Pro-rata office expenses such as phone and internet will be reimbursable. It is expected that the contracted Secretariat will be available and have the capacity for occasional interstate travel.