

POSITION DESCRIPTION

Job title:	Special Projects and Events Manager
Reporting to:	General Manager Communications and Engagement
Classification level:	RA level 5
Remuneration	\$115,000 – \$125,000 plus super (inclusive of 17.5% leave loading)
Term:	Full-time
Reviewed:	October 2025
Location:	Sydney (preferred), remote/hybrid considered

ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

POSITION PURPOSE

The Special Projects and Events Manager is responsible for planning, overseeing and leading major events related projects for Reconciliation Australia. This requires interaction with a range of internal and external stakeholders and cross-team collaboration, most often managing several moving project parts simultaneously. The Special Projects and Events Manager will report directly to the General Manager, Communications and Engagement, and also work closely with the CEO, COO, and the Senior Executive Team.

DUTIES

Project management and delivery	• Manage, develop and maintain a detailed project plan, critical path and risk management plan for Reconciliation Australia's major events including awards and conferences. • Manage the tender processes for external partnerships. • Liaise with and manage relationships with external partnerships, venue events teams and internal stakeholders. • Develop, manage and monitor expenditure of project budgets and ensure a high level of cost-effectiveness. • Contribute to developing and implementing communications and marketing strategy (media and stakeholder engagement). • Organise and manage logistics of awards site visits, including judging panel, finalist and film crew liaison. • Work collaboratively with Senior Executive Team on program development and fundraising.
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	• Manage, review and evaluate event projects.
Other	• Undertake other tasks or projects as directed by General Manager, Communications and Engagement, CEO and SET. • Interstate travel (metro, regional and remote) in relation to events and site visits, which may include multiple days away.

SELECTION CRITERIA

Essential:

1. At least 5-8 years demonstrated work experience in a project or events management role.
2. Demonstrated commitment and willingness to learn about reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
3. Self-motivated with ability to set and lead own agenda and workload with minimal supervision.
4. Demonstrated successful outcomes working on large scale and complex deliveries.
5. Experience using project management software and collaboration tools, e.g. Excel, Asana.
6. Sound written communication skills with the ability to communicate effectively and accurately to a broad range of audiences.
7. Strong customer service mentality and genuinely enjoys working with people.
8. Ability to prepare and interpret flowcharts, reports, schedules and step-by-step action plans.
9. Strong client-facing and team collaboration skills including influencing and managing multiple stakeholders at all levels of seniority.
10. Demonstrated experience using a variety of project methodologies, with an ability to work to a hybrid methodology that is custom-fit to the outcomes of the project or event.

Desirable:

1. Experience working with Aboriginal and Torres Strait Islander communities and senior stakeholders.
2. Accreditation in Project Management (eg: PMP; PMBOK; Prince2; Agile; Scrum).
3. Working with Children/Vulnerable People Check or the ability to be eligible to acquire this.
4. Current valid Australian driver's licence.