

JOB OPPORTUNITY



Events Manager



Paralympics Australia (PA) is one of the most respected, well-loved and emotionally connected brands in Australian sport. At the heart of what we do is to support Para-athletes competing at World Championships, Paralympic Games and other elite competitions around the world.

We are seeking an Events Manager to work closely with all areas of our business to lead and deliver PA's large and wide-ranging program of events across all States. This includes the effective planning, delivery and execution of PA's portfolio of events delivering end to end event management services. This is a newly created role and would suit someone looking to work with all levels of our business.

Key responsibilities include:

- In collaboration with the business including strategy, fundraising, sponsorship and marketing, develop an events strategic plan and calendar
- Manage and oversee all aspects of PA's events, from developing concepts through to post-event evaluation.
- Developing and managing partnership activation events and stakeholder forums
- Providing strategic direction and determine viability for PA to host or partner in international events;
- Plan and deliver the Paralympic Speakers Program, including being the point of contact for all requested PA Speakers/Athletes for appearances

This role would suit someone who is extremely organised, who brings a sense of energy and professionalism to their event management delivery. You will have a creative flair but also a calm nature where there is high intensity. Your natural ability to engage with a wide range of stakeholders as well as the flexibility to manage competing priorities will compliment your passion and support for Paralympics Australia.

This is a fixed term role until December 2024, based in Sydney, working 4 days per week within a hybrid environment.

Paralympics Australia provides a safe, fair and welcoming environment. We are committed to providing equal opportunities to all regardless of disability, gender identity, sexual orientation or ethnicity and we encourage anyone who holds the relevant skills and experience to apply for our roles.

If you believe you can contribute to an outstanding Australian sporting organisation, please apply via email to HR@paralympic.org.au. *Note, any applications received during the Christmas / New Year break will not be reviewed until after Monday 16th January.*