

POSITION DESCRIPTION

Conference Manager / Coordinator

Location	Remote - Ability to travel to Melbourne in late August essential
Department	Conference Team (AITCAP)
Classification	Clerks Private Sector Award 2020
Salary	\$29.96 - \$37.76 per hour, with superannuation entitlements
Hours	Minimum 15 hours per week, up to full time depending on business requirements and candidate preferences.
Term	Fixed term until 30th November with intention to extend
Direct Employer	GetAboutAble Pty Ltd

WHO IS GETABOUTABLE

Getaboutable Pty Ltd is a leading Australian accessible tourism consultancy, supporting travel and leisure businesses to improve their access and inclusion. GetAboutAble empowers people with mobility, hearing, vision, and other accessibility needs to experience mainstream travel & leisure activities.

All staff in GetAboutAble work collaboratively as part of a multidisciplinary team to ensure premium quality service delivery. To find out more about GetAboutAble visit www.getaboutable.com

GetAboutAble expects that at all times employees and contractors will:

- Be eligible to work in Australia
- Be respectful towards the organisation, colleagues, clients and the general public
- Support GetAboutAble's vision and objectives and demonstrate the values of GetAboutAble

POSITION SUMMARY

The Conference Manager will be responsible for the organisation and delivery of the 2024 Accessible & Inclusive Tourism Conference in the Asia-Pacific (AITCAP). AITCAP is an annual event hosted by GetAboutAble that provides all tourism stakeholders (travellers, businesses, policy makers, destination marketing organisations or DMOs, academics) with an opportunity to:

Learn how to cater to the valuable accessible & inclusive market to promote sustainable growth

Connect with tourism industry colleagues and build relationships with leading experts from around the world, scope opportunities, and develop new partnerships and service offerings.

To be successful in this role you will have experience in planning, promotion and delivery of large corporate events. You will have excellent organisational skills, enjoy working autonomously and as part of a team and be able to document project plans, report on progress of your plans and maintain accurate records of project outcomes. You will be able to work independently with guidance from the General Manager, and collaborate effectively with other members of the GetAboutAble team. You will bring a positive energy to the team, be calm under pressure, effectively manage competing priorities and take initiative to solve problems.

This role provides an opportunity for someone who is keen to utilise their conference and event management experience to shape the future of accessible and inclusive tourism.

GetAboutAble strongly encourages people with lived experience of disability to apply for this role.

HOW TO APPLY

Send your CV and a statement addressing selection criteria for the role to contact@getaboutable.com. Applications will be assessed as received.

SELECTION CRITERIA

Qualifications

Essential

- At least two years experience working in a conference or events management setting

Desirable

- Formal qualifications in tourism, event planning and/or project management will be highly regarded.
- Strong track-record of designing and implementing successful events.
- Experience negotiating and managing corporate partnerships.

Experience

Essential

- Strong understanding of disability, accessibility and inclusion issues (a lived experience is desirable, but not essential).
- Demonstrated understanding of the challenges and experiences of people from diverse backgrounds including people with disability.
- Knowledge of and previous experience in planning, monitoring, delivering and evaluating a large scale event involving multiple stakeholders and suppliers.

Desirable

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- Strong understanding of the travel and leisure sector.
- Experience working with a social enterprise.

Knowledge and Skills

Essential

- Successful track-record of working closely with colleagues in a small team.
- Excellent interpersonal skills and keen interest in working with a diverse team.
- Excellent attention to detail.
- Understanding of and capability to deliver timely, accurate data for financial, project management and business development processes.
- Comfortable dealing with uncertainty and ambiguity and recognising when to seek clarification to ensure ongoing delivery of key outcomes.

- Willingness to learn, excellent problem solving skills and ability to quickly develop new skills and tackle new areas of responsibility.
- Able to manage multiple demands and stay calm under pressure.

Desirable

- Highly developed administrative and project support skills.
- Excellent organisational and time management skills with the ability to prioritise and manage multiple work tasks and deliver to agreed deadline.

Personal Attributes

- High levels of professionalism and ability to represent the GetAboutAble brand.
- Collaborative and flexible approach.
- Ability to think creatively and develop innovative solutions to problems.
- Excellent attention to detail and takes pride in quality of work.
- Ability to work independently, be a self-starter and a reliable completer of tasks, while also being a positive influence and contributor to a team.

DETAILED DESCRIPTION OF ROLE

Conference attendee, speaker, sponsor and supplier recruitment and relationships management

- Source and engage relevant speakers for AITCAP 2024.
- Manage and liaise with our key event sponsors and partners to ensure deliverables are achieved.
- Work collaboratively with AITCAP Partnership Manager to track sponsorship progress, deliverables and budget
- Manage the promotion and sales of conference tickets.
- Monitor attendee lists, ensuring key target audiences have been personally engaged to attend.

Event planning and management

- Use GetAboutAble reporting and project management tools to plan, deliver and share with other team members the activities required to ensure successful delivery of AITCAP 2024.
- Provide regular event updates and reporting to GetAboutAble General Manager and AITCAP Advisory Panel.

- Proactively identify, address and mitigate risks to implementation of project plans.
- Finalise program and event day structure.
- Organise post-conference networking event and side events/famils.
- Proactively identify accessibility requirements and source solutions to ensure the event is accessible and inclusive to all.

Event Delivery

- Delegate team members tasks to ensure smooth delivery on the day.
- Coordinating speakers and delivery of all presentations.
- Manage the livestreaming and/or recording of all presentations.

Reporting

- Collect attendee and speaker feedback, and analyse data to deliver key insights and recommendations for future AITCAP events.
- Track, record and report activities in a way that enables GetAboutAble to assess resourcing, impact and efficiency of AITCAP planning activities.
- Report on delivery of the components of the project plan.
- Liaise with AITCAP Partnership Manager to track, record and report on sponsorship and collaboration responsibilities.

General

- Keep up to date with relevant disability, travel and leisure industry trends, data and customer experiences.
- Participate in relevant training and development activities as an effective team member.
- Provide ongoing feedback on AITCAP event planning and delivery to ensure alignment with GetAboutAble's strategic and business plans.
- Liaise with Finance Manager to monitor Conference budget.
- Provide other team members with updated information on conference progress weekly.
- Liaise with Social Media Manager to discuss and provide information for public distribution.
- Other duties consistent with the position where required and/or requested by management from time to time.

RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a broad range of external stakeholders. They must positively represent *GetAboutAble* to the public, community, government and other organisations.

Reports To	General Manager
Direct Reports	None
Indirect Reports	None
Internal Relationships	Getaboutable team

External Relationships	Partner organisations and staff Funding partners including sponsors Conference speakers Other external partners, vendors, providers and key stakeholders.
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WORKPLACE POLICIES AND PRACTICES

All GetAboutAble employees and contractors are required to familiarise themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times employees and contractors will:

- Be respectful towards the organisation, colleagues, clients and the general public.
- Support the GetAboutAble's vision and objectives and demonstrate the values of GetAboutAble.
- Take reasonable care for their own health and safety, and that of others in the workplace.

The position holder must also:

- Maintain eligibility to work in Australia.
- Participate in annual individual performance reviews and professional development planning.
- Participate in ongoing feedback and internal cultural improvement programs.

DATE OF APPROVAL

_____29/02/2024_____

APPROVED BY

Gemma Axford, General Manager