

Position Description

POSITION TITLE:	NTV Conference Project Manager
POSITION TYPE & TENURE:	Fixed Term Contract – up to two days per week for seven months
CLASSIFICATION:	Grade 6.1
DELEGATION TIER:	4
REPORTS TO:	Head of Sector and Workforce Development via a Conference Steering Committee and Reference Group
DIRECT REPORTS:	Nil
LOCATION:	Any

ABOUT NO TO VIOLENCE

No to Violence is Australia's peak body for individuals and organisations that work with men that use violence. We provide training, sector development and policy advice and advocacy on behalf of members. We operate the Men's Referral Service, providing a counselling service and referral pathways directly to men who use violence. As a pro-feminist organisation, women and children are at the centre of what we do - by ending men's use of family violence, families, individuals, and communities are safer.

POSITION SUMMARY

The Conference Project Manager will shape, lead and execute the 2025 NTV Conference by working in close collaboration with:

- Conlog, our professional conference organisers as well as
- NTV's Project Steering Committee for direction, decision making and project governance as well as a
- Conference reference group which will involve internal and external stakeholders to advise on conference content, program and structure.

DELIVERABLES

Lead and coordinate NTV's 2025 Conference Project

- Develop, monitor and refine the NTV 2025 Conference Project Plan
- Coordinate and facilitate Project Steering Committee and Conference Reference Groups
- Provide regular and timely project and status reports

Curate a compelling conference program

- Work with the NTV Conference Reference Group to identify relevant themes and topics related to trends, emerging issues, and audience interests to determine the conference's core focus/conference theme and sub-themes
- Oversee the selection and appointment of conference speakers
- Identify, source and select keynote and concurrent speakers, including managing a Call for Abstracts' process. Recruit/select and vet speakers based on their expertise, experience, and ability to engage the audience
- Negotiate speaking fees, travel and accommodation requirements

Position Description

<ul style="list-style-type: none"> Oversee the creation of clear, concise and compelling session descriptions and materials, including speaker bios and presentation summaries.
Lead the development and implementation of a sponsorship and endorsement strategy
<ul style="list-style-type: none"> Oversee the development of sponsorship prospectus Identify potential sponsors and supporters Promote sponsorship opportunities Negotiate and finalise sponsorship agreements Apply for government grants and funding
Develop a conference communications and marketing strategy
<ul style="list-style-type: none"> Oversee the development of conference resources including conference branding, including the visual and messaging identity for the conference Coordinate the finalisation of logo, collateral, program, website (look and feel, usability)
Proactively manage project risks
<ul style="list-style-type: none"> Develop and oversee a project risk plan Oversee compliance with <ul style="list-style-type: none"> sponsorship agreements and obligations contractual arrangements and agreements with suppliers and venues and oversight of conference project budget
Reporting and collaboration
<ul style="list-style-type: none"> Manage relationship with Conlog, NTV's Professional Conference Organiser Report on planning progress to the Project Steering Committee and Reference Group, key internal and external stakeholders and the Board, as required
Support and oversight of deliverables during and post event
<ul style="list-style-type: none"> Attend the conference in October 2025, including interstate travel to support speaker engagement and ensure smooth session execution Oversee the timely completion of reporting post-event, including budgets in conjunction with external professional conference organisers

WHAT WE ARE LOOKING FOR IN THIS ROLE

Skills

- Strong organisational and project management skills
- Attention to detail
- Event and / or project management capability
- Ability to manage multiple tasks and deadlines simultaneously
- Ability to plan and execute conference related scheduling, logistics and coordination
- Excellent communication and interpersonal skills
- Ability to build relationships with industry professionals, speakers, sponsors, and attendees
- Problem solving ability and agility to handle unexpected issues and find effective solutions quickly
- Content creation and marketing ability to write clear, concise and compelling session descriptions and speaker bios

Position Description

- Understanding how to position the conference and the speakers to maximise interest and attendance

Experience and Knowledge

- Industry Knowledge: Understanding of the specific family violence sector, to ensure relevant and engaging content
- Experience: Previous experience in event planning, project management, or a related field is highly desirable

Qualifications/Competencies/Licences

- Education: A bachelor's degree in Event Management, Communications, Marketing, or a related field is highly desirable or relevant industry experience.
- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced

EXPECTED FOR ALL NTV STAFF

- Act in accordance with NTVs code of conduct, policies and procedures and is committed to NTVs vision, mission, values and service standards
- Promote a 'safety first' culture and act in accordance with NTV health and safety policies and risk management systems
- NTV values equity, diversity and inclusion and promotes an inclusive and collaborative work environment where all staff, volunteers and service users feel welcomed, respected and valued and encouraged to fully participate, irrespective of their individual differences in background, experience and perspectives
- Be curious, reflective and open to continuous learning and new ways of working
- Complete all mandatory training in a timely manner, to support the delivery of high quality, safe and effective services
- Contributes to innovation, quality activities and continuous improvement and openly share information and knowledge to enable optimal outcomes for the organisation

Project Steering Committee

- Direction / Strategy
- Forum for key decision making
- Key delivery partners and authorisers from across NTV (and potentially external partners) – E.g., Marketing and Comms, Advocacy Policy and Research, CEO, GM's – project staff (PM and Georgie / Lina)
- Fortnightly – 45 minutes
- Board

Reference Group

- Providing content and structure advice
- User experience
- Network marketing / ambassadorship
- Internal and external partners - contributors

Signature of Job Holder _____ Date signed _____