

Position Description

POSITION TITLE:	NTV Conference Project Lead
POSITION TYPE & TENURE:	Fixed Term Contract – three days per week for nine months
CLASSIFICATION:	Level 6.1
DELEGATION TIER:	4
REPORTS TO:	National Manager, Practice Leadership and Innovation
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 Lead will shape and execute the 2026 NTV Conference.

This role oversees development (theme, content and structure), stakeholder engagement, program design, and post-event evaluation. Working closely with internal teams and external partners, the Conference Lead ensures that the NTV Conference aligns with NTV's mission, engages key audiences, and delivers high-quality, inclusive experiences. A key focus of the role is leveraging networks to secure high-quality speakers, partnerships, and participation, while delivering an inclusive, impactful, and professionally executed conference. As such, this role requires strong project management skills, deep sector knowledge, and the ability to build and maintain relationships across the family violence and broader community services sector.

The Conference Project Lead will work in close collaboration with:

- 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 2026 Conference Project

- Develop, monitor and refine the NTV 2026 Conference Project Plan
- Coordinate, Chair and facilitate Project Steering Committee and Conference Reference Groups including agendas, minutes and action registers
- Provide regular and timely project and status reports

Curate a compelling conference program

Position Description

<ul style="list-style-type: none"> ▪ 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 as well as format balanced across keynotes, panels and workshops ▪ Develop the conference schedule / Runsheet ▪ Oversee the selection and appointment of conference speakers ▪ Utilise own and internal and external stakeholder family violence and sector knowledge and relationships to 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 ▪ Oversee the creation of clear, concise and compelling session descriptions and materials, including speaker bios and presentation summaries. ▪ Embed Inclusivity and Accessibility (Auslan interpreters, Trauma informed facilitation and safe spaces) where required.
Lead the development and implementation of a sponsorship and endorsement strategy
<ul style="list-style-type: none"> ▪ Develop a sponsorship prospectus ▪ Identify potential sponsors and supporters ▪ Promote sponsorship opportunities ▪ Manage the conference exhibitor procurement ▪ Oversee design of conference display tables / booths with exhibitors ▪ Negotiate and finalise sponsorship agreements and invoicing ▪ 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), conference merchandise
Proactively manage budget and 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 • conference project budget
Reporting and collaboration
<ul style="list-style-type: none"> ▪ Work closely with the NTV Events and Promotions Coordinator and conference venue to ensure successful delivery of all logistics and administration tasks ▪ 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 March 2026, including interstate travel to support speaker engagement and ensure smooth session execution

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- Oversee the timely completion of post-event activity, including:
 - developing a report on attendance, successes, challenges, participant feedback and learnings
 - finalising budgeting and financial reporting
 - post conference communication with attendees and stakeholders such as sponsors and speakers including 'thank you' messages, distributing feedback forms and reporting on response and providing access as appropriate to recordings etc

WHAT WE ARE LOOKING FOR IN THIS ROLE

Skills

- Family violence sector experience and strong and proven sector relationships
- Proven experience in event curation, program design or conference management including ability to plan, oversee and execute conference related scheduling, logistics and coordination
- Content creation and marketing ability to write clear, concise and compelling session descriptions and speaker bios
- Understanding how to position the conference and the speakers to maximise interest and attendance
- Strong organisational and project management skills
- Attention to detail
- Proven ability to manage multiple tasks and deadlines simultaneously
- 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

Experience and Knowledge

- Industry Knowledge: Strong understanding of the specific family violence sector, to ensure relevant and engaging content
- Experience: Solid experience working in the family violence sector. 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

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- 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, SD, 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 _____