

Position Description

POSITION TITLE:	Manager, Membership & Sector Events
POSITION TYPE & TENURE:	Full Time Permanent
CLASSIFICATION:	Level 6
DELEGATION TIER:	TIER 4
POSITION NUMBER	P1016
REPORTS TO:	Head State & Sector Development
DIRECT REPORTS:	Event and Promotions Coordinator SME & Member Engagement Coordinator
LOCATION:	Head Office Remote

ABOUT NO TO VIOLENCE

No to Violence is Australia's peak body for individuals and organisations committed to ending men's use of family 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 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 Manager, Membership & Sector Events is responsible for managing No to Violence's membership, conference and sector engagement functions, creating meaningful opportunities for members and the broader specialist men's family violence sector to connect, learn, collaborate and contribute to organisational priorities.

The role leads the planning and delivery of No to Violence's national conference, membership program, Communities of Practice and year-round sector engagement activities, ensuring these initiatives strengthen member value, sector collaboration and No to Violence's leadership as Australia's national peak body.

Reporting to the Head of State & Sector Development, the Manager, Membership & Sector Events works collaboratively across the Advocacy & Sector Impact Division to ensure sector engagement activities reflect organisational priorities and member needs, supporting collaboration, knowledge sharing and the translation of policy, research and practice into meaningful engagement opportunities.

DELIVERABLES

Conference & Sector Events

- Lead the planning and delivery of No to Violence's national conference.
- Oversee the delivery of a year-round calendar of sector engagement events and forums.

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- Ensure conferences and events reflect organisational priorities, showcase contemporary policy, research and practice, and deliver outstanding value for members and delegates.

Membership & Member Experience

- Lead the delivery of No to Violence's membership program and member engagement activities.
- Strengthen member participation, engagement and experience across all organisational touchpoints.
- Use member feedback and engagement insights to inform continuous improvement and organisational priorities.

Communities of Practice & Sector Engagement

- Oversee the delivery of Communities of Practice and other sector engagement initiatives.
- Create meaningful opportunities for members and the specialist sector to connect, learn and collaborate.
- Foster knowledge sharing, peer learning and sector collaboration that strengthens practice and member value.

Team Leadership

- Lead, support and develop the Sector Engagement team.
- Foster a collaborative, inclusive and high-performing team culture.
- Manage performance, capability development and workforce planning.

Cross-functional Collaboration

- Work collaboratively across the Advocacy & Sector Impact Division to ensure sector engagement activities support organisational priorities.
- Collaborate with Advocacy, Policy & Research and Learning & Workforce Development to translate organisational priorities into engaging sector activities.
- Contribute to continuous improvement and cross-functional initiatives across the Division.

WHAT WE ARE LOOKING FOR IN THIS ROLE

Skills

- Demonstrated leadership and people management skills, with the ability to lead, develop and support a high-performing team.
- Strong stakeholder engagement, relationship management and communication skills, with the ability to build trust and credibility with members, sector partners and internal stakeholders.
- Highly developed planning, organisational and project management skills, including the ability to lead multiple priorities and deliver complex events and engagement initiatives.
- Excellent written and verbal communication skills, including the ability to prepare reports, member communications, presentations and briefing materials.
- Strong facilitation and presentation skills, with the ability to engage diverse audiences and support inclusive, culturally safe and trauma-informed discussions.

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- Sound judgement, problem-solving and decision-making skills, with the ability to manage competing priorities and respond effectively in a dynamic environment.
- Demonstrated ability to use systems, data and member insights to improve engagement, service delivery and organisational outcomes.

Experience and Knowledge

- Understanding of the specialist men's family violence sector, membership-based organisations and the role of No to Violence as Australia's national peak body.
- A strong understanding of the gendered nature of family violence and evidence-informed approaches to working with men who use violence., intersectionality, cultural safety and trauma-informed approaches, or a demonstrated willingness and capacity to develop this knowledge.
- Demonstrated experience leading or managing sector engagement, membership, stakeholder engagement or related functions within a complex organisation.
- Demonstrated experience leading, supervising and developing staff, including performance management, coaching and capability development.
- Experience planning and delivering large-scale conferences, sector events or engagement initiatives from concept through to evaluation.
- Experience developing and implementing initiatives that strengthen member engagement, collaboration and value within a membership-based organisation or peak body.
- Extensive experience building and maintaining productive partnerships across government, the community sector and other key stakeholders.

Qualifications/Competencies/Licences

- Relevant tertiary qualification in community development, stakeholder engagement, communications, events management, public policy, social sciences or a related discipline, or equivalent 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.

PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- Regular exposure to sensitive and potentially distressing content relating to men's use of family violence, sector practice issues, service system pressures and the impacts of violence on victim survivors, families and communities.
- Responsibility for facilitating sector engagement activities, Communities of Practice, conferences and forums that may involve complex, contested or emotionally charged discussions.
- Requirement to manage multiple stakeholders, member expectations, competing priorities and time-sensitive deliverables across national events and engagement programs.
- Leadership responsibilities for staff, including supporting workload management, performance conversations, role clarity and team wellbeing during peak delivery periods.
- Potential exposure to high workload periods, travel, after-hours events and public-facing responsibilities associated with conferences, member engagement and sector activities.

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MITIGATIONS FOR PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- Provide regular supervision and line management support, including structured check-ins focused on workload, role clarity, priorities, wellbeing and support needs.
- Ensure access to debriefing following complex events, stakeholder interactions or exposure to distressing content, including referral to the Employee Assistance Program where appropriate.
- Plan events, conferences and engagement activities with realistic timelines, clear escalation pathways, documented responsibilities and appropriate resourcing to reduce avoidable workload pressure.
- Use trauma-informed and culturally safe facilitation practices, including clear group agreements, options for participant support, and processes for managing conflict, disclosures or distress during sector activities.
- Monitor workload and recovery time during peak delivery periods, including consideration of flexible work arrangements, time in lieu or adjusted priorities where operationally appropriate.
- Support the role holder to raise risks early through established supervision, health and safety, incident reporting and risk management processes, with timely follow-up by the relevant manager.

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 acts 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.
- Regional and interstate travel will be required from time to time.
- Members of the NTV leadership team may be required to attend Board of Governance and Board Sub-Committee meetings which typically take place in the evening. Attendance may be required up to 6 times per year, or as required.

Signature of Job Holder _____ Date signed _____