



Gayaa Dhuwi (Proud Spirit) Australia

Aboriginal and Torres Strait Islander Leadership in Social and Emotional Wellbeing, Mental Health and Suicide Prevention

Event Manager

Position Description

Position Title	Event Manager
Business Unit	Communications
Employment Type	Fulltime
Reports To	Director, Communications
Direct Reports	Nil
Location	Ground Floor, 103 Northbourne Avenue, Turner ACT 2612

Aboriginal and Torres Strait Islander people are encouraged to apply for this opportunity (under section 51 of the Equal Opportunity Act 1984)

About Us

[Gayaa Dhuwi \(Proud Spirit\) Australia](#) is the national peak body for Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health, and suicide prevention. As a community-controlled organisation, it is governed and controlled by Aboriginal and Torres Strait Islander experts and peak bodies, working in these areas to promote collective excellence in mental health care.

Established in 2020, on the back of extensive work of the National Aboriginal and Torres Strait Islander Leadership in Mental Health, our work is guided by the tenets of the Gayaa Dhuwi (Proud Spirit) Declaration.

Gayaa Dhuwi works with its members, networks, and partners to achieve the highest attainable standard of social and emotional wellbeing, mental health, and suicide prevention outcomes for Aboriginal and Torres Strait Islander peoples.

Our membership includes Australian Indigenous Doctors Association, Australian Indigenous Psychologists Association, Indigenous Allied Health Australia, and the National Aboriginal Community Controlled Health Organisation. These Aboriginal and Torres Strait Islander peak bodies collectively represent nearly 300 organisations and more than 2,000 individuals.

Through our Councils and Collaborative Networks, we promote collective excellence by enabling Gayaa Dhuwi to be an inclusive, representative voice, leader, and advocate for system-wide change.

Our Team

Working on-site at our Canberra office, you will enjoy working within a small but dedicated and high performing team who are committed to delivering impactful change and meaningful health and wellbeing outcomes for Aboriginal and Torres Strait Islander people. You will appreciate working in a culturally safe, inclusive, harmonious, and highly collaborative environment at Gayaa Dhuwi, which incorporates Indigenous Knowledges, cultural values, and ways of working within policy, strategy,



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governance, and business operations. You will share our excitement at being an integral part of building an enduring and influential national Aboriginal and Torres Strait Islander peak body.

About the Role

The Event Manager is responsible for executing a comprehensive event strategy that supports the organisations vision and goals. This includes overseeing the planning, coordination, and delivery of all events, including workshops, forums, and conferences. You will ensure they are impactful, culturally responsive, and align with vision to achieve the highest attainable standard of social and emotional wellbeing, mental health, and suicide prevention outcomes for Aboriginal and Torres Strait Islander peoples.

About You

We are seeking motivated and committed people with:

- Experience working with Aboriginal and Torres Strait Islander peoples and communities and within the not-for-profit sector.
- Tertiary qualifications in health and/or relevant professional experience.
- Demonstrated relevant experience developing and implementing strategies that produce tangible and measurable outcomes.
- Demonstrated high level organisational and time management skills, with proven ability to work under pressure.

Key Responsibilities

1. **Event Strategy:** Develop a comprehensive event strategy that aligns with organisational goals, focusing on community engagement, advocacy, and fundraising. Oversee all aspects of event planning, from conceptualization to execution.
2. **Merchandise Management:** Lead the development and management of event related merchandise, ensuring products are culturally appropriate, high quality, and contribute to the organisation's branding and fundraising efforts.
3. **Sponsorship Management:** Identify, negotiate, and manage event sponsorships, building sustainable partnerships with organisations and businesses that align with our values and goals. Ensure sponsorship agreements are fulfilled and relationships are maintained for future collaboration.
4. **Event Execution:** Oversee the coordination and delivery of all events, ensuring they meet all objectives, and leave a lasting positive impact on participants and stakeholders. Manage logistics, vendor contracts, venue selection, and event programming.
5. **Team Leadership:** Provide leadership, guidance, and support to ensure team members are aligned with the event strategy and organisational goals.
6. **Risk Management and Compliance:** Ensure all events comply with relevant laws, health and safety standards, and organisational policies. Identify and mitigate risks associated with events, merchandise, and sponsorships.



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7. **Evaluation and Reporting:** Conduct post-event evaluations to assess outcomes, gather feedback from stakeholders, and identify areas for improvement. Prepare detailed reports on event performance, financial returns, and recommendations for future events.
8. Other duties as required.

Required Outcomes

Leadership and Accountability	Delivers expertise across diverse program areas, offers expert policy advice, ensures compliance with all frameworks, drives team success, sets strategic directions, manages priorities, fosters innovation, and leads risk management.
Job Context and Environment	Works with an understanding of its impact on organisational outcomes, maintains a deep knowledge of organisational roles and the broader environment, and adheres to legislative and policy frameworks.
Independence and Decision Making	Operates independently to resolve issues and deliver outcomes, makes impactful decisions, evaluates risks in complex scenarios, and focuses on managing complex issues through research and analysis.
Stakeholder Management	Collaborates with stakeholders to achieve mutual goals, promotes organisation objectives, maintains, and develops relationships, and navigates stakeholder dynamics through changes and complex discussions.
Management Diversity and Span	Oversees diverse or large teams, ensures high-quality outcomes, leads significant projects affecting strategic outcomes, implements strategic work plans, enhances team capability, and manages resources and finances effectively.

Responsibilities and capabilities are aligned with the [APS work level standards](#).

Benefits

- Competitive salary package, which includes superannuation, four weeks annual leave with leave loading, salary sacrificing options, and a mobile phone allowance.
- Flexible working arrangements of working from home two days per week and the office three days per week.
- Professional development support and mentoring from the CEO and executive leadership team.

Additional Notes

- Work outside of the normal hours of duty may be required which will be compensated through the accrual of TOIL and flexible working agreement.
- Employment will be subject to a Criminal History Check and Working with Vulnerable People Check.
- Travel to other parts of Australia may be required from time to time.