



Campaign and Events Project Officer

About Us

HerSpace's vision is a world free from sex slavery.

HerSpace is an Australian not-for-profit organisation that supports women girls affected by sexual exploitation. We partner with organisations to provide holistic community development programs in education, health, psychosocial support, and human rights awareness.

Job Purpose	<p>This exciting role sits within the Communications & Fundraising Team, overseen by our Communications & Fundraising Manager.</p> <p>The Campaign and Events Project Officer will create and implement funding events, campaigns, projects and tasks to assist in the growth of the organisation and promotion of our work.</p> <p>This will involve co-ordinating and implementing a number of key projects, collaborating within your team, the wider HerSpace team, and recruiting short-term volunteers as per the project requirements.</p>
Values	<p>HerSpace is a values driven organisation, which aims to embody the following core values in all of our work, both at an organisational and individual level:</p> <ol style="list-style-type: none"> 1. We strive to search for new and innovative ways to overcome obstacles and empower action. 2. We work collaboratively and participate equally as team members wherever possible. 3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback.

	<p>HerSpace supports our volunteers to embody the organisation's feminist values through the work they do. This means working in collaboration, encouraging participation and partnership, and analysing and challenging power differences due to structures such as gender, race, sexuality, disability, hierarchy and class.</p>
<p>Key Selection Criteria</p>	<p>Necessary:</p> <ul style="list-style-type: none"> . An academic background in events, project management, social enterprise, marketing, communications, public relations or a related field. . Previous fundraising experience. . Excellent communication skills across all mediums to allow you to create and nurture strong external relationships. . Previous experience managing projects. . An analytical mind, comfortable with budgeting concepts or a willingness to learn and collaborate with finance volunteers. . Creativity and vision . Ability to work autonomously and take initiative . Understanding and willingness to learn about issues relating to women's rights, inequality, violence, abuse and exploitation facing women. <p>Preferable:</p> <ul style="list-style-type: none"> . Previous experience managing volunteers. . Previous experience in sourcing grants and sponsorship.
<p>Specific Responsibilities</p>	<ul style="list-style-type: none"> . Over a 12-18 month period oversee a total of 2 online fundraising campaigns, 1 crowd-funding campaign, 1 face to face fundraising event, and work with your Manager to develop a unique annual HerSpace fundraising campaign. These 5 tasks include: . Run a crowd funding campaign to raise up to \$10,000 toward HerSpace programs . Run end of financial year online fundraising appeal and raise \$3000-5000 . Prepare for online Christmas appeal. . Run one fundraising event, such as a film screening, dinner, auction or other economic concept to invite current supporters, donors and partners to. . Strategise, research, plan and create an annual

	<p>HerSpace interactive fundraising and awareness raising campaign- a campaign that is branded and unique to HerSpace (like a 40 hour famine for Asha, or “do it in a dress” as examples).</p> <ul style="list-style-type: none"> In all projects complete a project proposal with clear budget prior beginning project and after completion write an evaluation report toward continual improvement.
Workload (hrs. per week)	10
Regular commitments (meetings etc.)	<ul style="list-style-type: none"> Spend at-least one day in the HerSpace office per fortnight. Fortnightly meetings with the Communications & Fundraising Manager and CEO. Meeting with HerSpace volunteers toward events and campaign planning and implementation at HerSpace office as per the need.
Internal and External liaison	<p>Internal</p> <p>Communications and Fundraising Team, CEO, Other HerSpace team and volunteers.</p> <p>External</p> <p>Events attendees, Corporates, Donors and Sponsors</p>
Supervisees	Recruited short term project-based volunteers
Reporting to	Communications and Fundraising Manager & CEO.
Duration of Position	12-18 months (with possible ongoing role that can be discussed at end of this project term).
Review Process (frequency)	<p>Frequency: 6 months</p> <p>It is agreed that this position description will be reviewed according to this timeline, and at such reviews both have a chance to change this Position through adding, removing, altering various aspects if necessary.</p>

Police Checks

As part of our partnership arrangements with World Relief Australia some positions require new volunteers to undertake a National Police Check.

In some circumstances, HerSpace may offer you a volunteer role which is conditional upon our receipt of a satisfactory National Police Check.

Application Procedures

To apply for this role, please complete the Application Form below and send it with a copy of your resume and a brief covering letter to Fiona Ip at recruitment@herspace.org.au, using the job title as the subject line.

Please be sure to address the Key Selection Criteria in your covering letter.

All applicants will be notified of their progress once applications have closed.

Applications will close once a suitable applicant is found. Please apply early to avoid disappointment.