

POSITION DESCRIPTION

Project Officer for Accessible and Inclusive Tourism Conference in the Asia Pacific (AITCAP)

Location	Remote - Australia-based
Department	Conference team, supervised by the AITCAP Coordinator
Classification	Private Sector Clerks Award
Salary	Paid casual employee under the Clerks Private Sector Award at \$28.34 - \$35.73 per hour, depending on skills and experience
Hours	Minimum 10 hours/week and up to 20 hours/week, averaged out over a 4 week period
Term	Fixed term 1st November 2022 - 30th June 2023, with possibility of a longer term role as business grows
Direct Employer	GetAboutAble Pty Ltd

WHO IS GETABOUTABLE

GetAboutAble Pty Ltd is a Canberra-based social enterprise that empowers people with mobility, hearing, vision, and other accessibility needs to experience mainstream travel & leisure activities. GetAboutAble's objective is to inspire people with accessibility needs to get out and about by making it easy to find information about accessible activities through its website, getaboutable.com, and to help the travel & leisure sector be more inclusive for people with disability.

All staff at GetAboutAble work collaboratively as part of a multidisciplinary team to ensure premium quality service delivery. To find out more about GetAboutAble visit www.getaboutable.com

GetAboutAble expects that at all times employees and contractors will:

- Be eligible to work in Australia
- Be respectful towards the organisation, colleagues, clients and the general public
- Support GetAboutAble's vision and objectives and demonstrate the values of GetAboutAble

POSITION SUMMARY

The Project Officer for AITCAP will support the AITCAP Coordinator in the organisation and delivery of the 2023 Accessible & Inclusive Tourism Conference in the Asia-Pacific (AITCAP). This conference is an annual event organised by GetAboutAble that provides all tourism stakeholders (travellers, businesses, policy makers, destination marketing organisations or DMOs, academics) with an opportunity to:

- LEARN how to cater to the valuable accessible & inclusive market to promote sustainable growth
- CONNECT with tourism industry colleagues and build connections with leading experts from around the world, scope opportunities, find partners and develop new service offerings.

To be successful in this role you will have some experience in contributing to planning, promotion and delivery of large events. You will have excellent organisational skills, enjoy working in a team and be able to document project plans, report on progress of your plans and maintain accurate records of project outcomes. You will be able to work on your own, following directions provided, and collaborate effectively with other members of the GetAboutAble team. During a large event you will bring a positive energy to the team, be calm under pressure, manage competing priorities and take initiative to solve problems.

This role provides an opportunity for someone who is keen to develop their skills so they can grow their event management career alongside the growth of GetAboutAble and AITCAP.

GetAboutAble strongly encourages people with disability to apply for this role.

HOW TO APPLY

Please send your CV and a statement addressing the selection criteria for the role to contact@getaboutable.com. Applications will be assessed as received.

SELECTION CRITERIA

Qualifications

Desirable

- Formal qualifications in event planning and management
- Formal qualifications in project management

Experience

Essential

- Knowledge of and previous experience in working with a team to plan, monitor, deliver and evaluate a large scale event involving multiple stakeholders and suppliers

Desirable

- Experience working with a social enterprise
- Strong understanding of the travel and leisure sector

Knowledge and Skills

Essential

- Strong understanding of disability, accessibility and inclusion issues (a lived experience is highly desirable, but not essential)
- Demonstrated understanding of the challenges and experiences of people from diverse backgrounds including people with disability
- Highly developed administrative and project support skills
- Excellent organisational and time management skills with the ability to prioritise and manage multiple work tasks and deliver to agreed deadline

Desirable

- Exceptional ability to engage and communicate to groups of people, tailoring communication to suit a specific target group or age range.

Personal Attributes

- High levels of professionalism and ability to represent the brand
- Collaborative and flexible approach
- Ability to think creatively and develop innovative solutions to problems.
- Excellent attention to detail and takes pride in quality of work
- Ability to work independently, be a self-starter and a reliable completer of tasks, while also being a positive influence and contributor to a team