



**SYDNEY
WORLDPRIDE
2023**

Role Description

EA to the CEO

Organisation	Sydney WorldPride Limited
Location	Surry Hills, Sydney NSW
Classification/Grade/Band	Tier 3
Term of employment	Full Time, fixed term to end March 2023
Application Dates	October 2021
Website	www.sydneyworldpride.com

Overview of Sydney WorldPride Ltd

In October 2019, Sydney Gay and Lesbian Mardi Gras (SGLMG) successfully won the rights to host WorldPride in Sydney in 2023 (Event).

WorldPride is an event that promotes lesbian, gay, bisexual, transgender, queer and intersex (LGBTIQ) issues on an international level through parades, festivals and other cultural activities. The inaugural WorldPride was held in Rome in 2000. Cities which have hosted WorldPride since 2000 include Jerusalem, London, Toronto, Madrid, New York, Copenhagen is hosting WorldPride in 2021 and Sydney in 2023.

Sydney WorldPride Ltd is the legal entity established to plan and deliver the Event. The Event is to take place over two weeks in February 2023 and it will coincide with the 50th anniversary of the first Australian Gay Pride Week; the 45th anniversary of the first SGLMG; and the fifth anniversary of Marriage Equality in Australia.

SWP 2023 will be the first WorldPride to be held in the Asia Pacific, and our programs will shine a light on LGBTIQ+ human rights across the region. In addition, First Nations peoples were an integral part of the bid, and they will continue to be front and centre to our WorldPride program.

SWP2023 will build on the success of SGLMG and provide new opportunities to engage more broadly with LGBTIQ+ community groups, bringing new ways of engaging, sharing and working with audiences and participants.

We are looking for experienced, skilled and highly motivated people to join the team to ensure SWP2023 engages, educates and excites audiences, while creating memorable experiences and providing significant benefits to the LGBTIQ+ community in Australia and globally.

Our values are collaboration; openness and transparency; integrity; inclusion; and working for the good of the LGBTIQ+ community / pride movement in Australia, the region and globally.



Primary purpose of the role

The Executive Assistant to the CEO will provide the highest level of administrative support to the CEO; and other Executive members of the organisation as required. This role is responsible for providing professional and confidential administrative support on matters such as governance, business planning and policies & procedures, as well as the day-to-day smooth running of the Sydney WorldPride office.

This role supports the CEO with diary scheduling, media requests, travel and other duties as required. From time to time, the role will provide administrative support to the Board and Committees as directed through the CEO.

Key Accountabilities

- Responsible for managing the diary, scheduling requirements, communications and travel of SWP's CEO.
- Responsible (when directed) for managing appointments and travel for key company executives.
- Responsible for overseeing the general day-to-day operations of the office.
- Manage security and access to offices and facilities controlling access devices (keys, swipe cards).
- Special project duties as assigned by the CEO or COO.
- Drafting and coordination of SWP presentations for external audiences.
- Key liaison with critical SWP stakeholders – NSW Government, Board of Directors, Donors and Corporate Partners.
- Manage, track and record all contacts, correspondence and interaction with all stakeholders, as per CEO direction.
- Prepare and edit correspondence, communications, presentations and other reports and presentations as per CEO direction.
- Arrange and coordinate meetings and events, as per CEO direction.
- Maintain the highest level of confidentiality across all aspects of the role.

Reporting line

The Executive Assistant to the CEO will report to the CEO.

Role Requirements

- Vocational studies in administration or a related field and appropriate relevant experience (5+ years).
- Knowledge/understanding of the LGBTQIA+ community.
- Knowledge/understanding of Australia's First Nations' community.
- Experience within a small/start-up business EA and/or office management role.
- Experience working within an event/festival/fixed-term project environment.
- Advanced levels of communication, prioritisation and organisational skills

Further Knowledge

- Microsoft Office applications (Microsoft365 would be advantageous)
- Filing, administration and records management
- Finance and accounts – Xero (exposure)
- Customer Relationship Management (CRM) systems (exposure)



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Applications

If this role sounds like you, please send your CV and a cover letter to careers@sydneyworldpride.com .



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