



## Role Description

# Office Manager/Assistant to the COO

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| <b>Organisation</b>       | Sydney WorldPride Limited  |
| <b>Location</b>           | Surry Hills, Sydney NSW  |
| <b>Term of employment</b> | Full Time, fixed term to end March 2023                                |
| <b>Website</b>            | <a href="http://www.sydneyworldpride.com">www.sydneyworldpride.com</a> |

### 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.

WorldPride is an event that promotes lesbian, gay, bisexual, transgender, queer and intersex (LGBTQIA+) 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 and Copenhagen (2021).

Sydney WorldPride Ltd is the legal entity established to plan and deliver the Festival from 17 February 2023 - 5 March 2023, which coincides 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 LGBTQIA+ human rights across the region. SWP 2023 will produce several Signature Events including an Opening and Closing Ceremony, First Nations Gathering Space, First Nations Gala, Human Rights Conference, an LGBTQIA+ Women's Event, Bondi Beach Party and a Pride March across Sydney Harbour Bridge. The Sydney WorldPride Festival will stretch across Greater Sydney and will also include performance, literature, digital art, visual arts, public art, food, fashion, film, parties, music, history, sports and other arts and cultural experiences that reflect our diverse LGBTQIA+ communities with a strong focus on First Nations people the Asia Pacific.

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 LGBTQIA+ community in Australia and globally.

#### Our values are:

- We listen
- We act with courage
- We are genuinely curious about the needs and desires of others
- We behave with respect and integrity
- We embrace diversity



## Primary purpose of the role

This role is responsible for the day-to-day smooth running of the Sydney WorldPride office, including IT, stationary, security. The role will provide administrative support/coordination to HR from time to time, as required. The Office Manager/Assistant to the COO will provide professional and confidential administrative support to the COO and her team, and occasionally the CFO, including diary scheduling, email management, meeting notes and follow-ups, presentations, media requests, travel and other duties as required. This role will report to the COO.

## Key Accountabilities

- **Office Manager**
  - Responsible for overseeing the general day-to-day operations of the Sydney WorldPride office.
  - Manage security and access to offices and facilities controlling access devices (keys, swipe cards)
  - Manage office equipment and suppliers (computers, photocopier, stationary, cleaners, furniture)
  
- **Assistant to the COO**
  - Responsible for managing the diary, scheduling requirements, communications and travel of SWP's COO; occasional similar assistance to the CFO;
  - Key liaison with SWP stakeholders – NSW Government, Board of Directors, Donors and Corporate Partners.
  - Prepare and edit correspondence, meeting notes, communications, presentations, Board documents and other reports and presentations. Arrange and coordinate meetings and events.
  - Special project duties as assigned by the COO.
  - Assist the HR team with coordinating job advertisements, organising job interviews, facilitating onboarding etc.
  - Occasional support to the EA to the CEO, or to the project's PMO.
  - Maintain the highest level of confidentiality across all aspects of the role.

## Role Requirements

- Vocational studies in administration, project management 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
- Microsoft Office applications

## Further Knowledge

- Filing, administration and records management
- Finance and accounts – Xero (exposure)
- Ticketing/Event Management experience

If this role sounds like you, please send your CV and a cover letter to [careers@sydneyworldpride.com](mailto:careers@sydneyworldpride.com) . We're interested in someone with a positive, can-do attitude who wants to play an integral part of a wonderful, once-in-a-lifetime pride event.



**SYDNEY  
WORLDPRIDE  
2023**