



**SYDNEY  
WORLDPRIDE  
2023**

## Role Description

### Project Coordinator

<b>Organisation</b>	Sydney WorldPride Limited
<b>Location</b>	Surry Hills, Sydney NSW
<b>Term of Employment</b>	October 2022 – March 2023, full-time.
<b>Commencement Date</b>	ASAP
<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 (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.



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## Primary purpose of the role

Sydney WorldPride is looking for an experienced, talented Project Coordinator whose primary purpose is to support the organization across all facets of the WorldPride project and assist the Senior Project Manager in the preparation and management of comprehensive action plans, including resources, timeframes and budgets for projects. This is a contract role which will continue until mid-March 2023.

This is a fast-paced, multi-faceted project, which requires someone with expert project administration skills and the ability to prioritise and manage a number of external stakeholders.

## Key Accountabilities

- Assist with the overall function of project management within Sydney WorldPride.
- Coordinate and manage the schedule of the PMO team.
- Coordinate project and financial reporting.
- Monitor, maintain and report on risk and issues register.
- Develop and maintain processes to ensure project management documentation, reports and plans are relevant, accurate, complete and take into account all relevant resource, risk and other factors.
- Track and report on project performance, providing a real-time, comprehensive, and prioritised view of all projects for the Senior Project Manager.
- Coordinate project management activities, resources, equipment and information.
- Take and distribute minutes from project management meetings and discussions.
- Liaise with internal and external stakeholders to identify and define requirements, scope and objectives.
- Help prepare budgets.
- Help coordinate project procurement management.
- Work with the Senior Project Manager to eliminate blockers
- Use Monday.com software to monitor working hours, plans and expenditures
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement).
- Ensure standards and requirements are met through conducting quality assurance tests.
- Create and maintain comprehensive project documentation, plans and reports.
- Assess impact of change requests on combined schedule and delivery dates
- Develop positive relationships with managers and staff to enable the PMO to provide support including facilitation, tracking and reporting on projects, and training.

## Reporting line

This role will report to the Senior Project Manager.

## Role Requirements

- Qualifications in Project Management or Business and/or proven work experience as a Project Coordinator or similar role for at least 2-4 years.
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans.
- Solid organisational skills, including multitasking and time-management.
- Familiarity with risk management and quality assurance control.



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- Experience with Project Management software
- Knowledge and understanding of methods and techniques of tracking, recording and presenting information.
- The ability to work autonomously and at a fast pace.
- Proven interpersonal and internal stakeholder engagement skills
- A belief and commitment to Sydney WorldPride values.
- A background or exposure with organisations connected with LGBTIQ+ groups and/or First Nations organisations or events will be hugely beneficial.

SWP strongly encourages applications from members of the LGBTQIA+ and First Nations communities.

To apply, please send a tailored cover letter and your CV to the Head of People & Culture, Lauren Winters at: [careers@sydneyworldpride.com](mailto:careers@sydneyworldpride.com)



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