

## BRANCH MANAGER - VICTORIA

- Australia's leading member association in the water sector
- Raise your profile across the water industry in Victoria
- Enjoy flexible working hours
- Gain professional development experience in stakeholder engagement

The Australian Water Association is the national peak water organisation, delivering information, expertise and collaboration for sustainable water management. Our membership base is varied and we operate nationally with an active branch network across Australia.

We're seeking an energetic and professionally presented Program Manager for Victoria to support the delivery of our industry programs, events and member services in Victoria.

You will be a strong advocate for the Association and work very closely with our Victorian Branch Committee and our Events Team whilst reporting to our National Manager – Member Engagement in Sydney.

### Key focus:

- **Member Services:** Provide support for our larger state events in Victoria; Ensure branch sponsorship targets are delivered and provide registration and promotional support for all Branch events and activities.
- **Memberships:** Build and nurture relationships with Association members and be recognised as the first point of contact for existing and prospective members in Victoria. Support membership recruitment and retention strategies in co-ordination with the Membership team.
- **Communication, Marketing & Digital:** Communicate key messages effectively and efficiently to all key internal & external stakeholders to ensure transparent communication on all activities, programs and services being delivered. Maintain the Branch website ensuring the events calendar is up-to-date and facilitate content for the Association's digital platforms.
- **Stakeholder Management:** Facilitate Branch committee and sub-committee meetings, and build and maintain positive and productive relationships with key industry stakeholders across the water sector, including state/ federal agencies, Ministerial Offices and departments. Co-ordinate Committee activities for Specialist Networks as required.
- **Budget:** Effectively manage the Branch budget ensuring revenue targets are met and regular updates on the budget are given to the Branch Committee and the Finance team.

### To be successful it is essential that you have:

- Tertiary quals. in communications/PR, marketing, event mgt., business admin at least 5-7 years' relevant experience in a similar role with an association and/or within the water sector.
- Demonstrated experience in events and project management.
- An ability to work, communicate (across a range of channels) and build relationships with a variety of stakeholders.
- An ability to manage and report to budgets effectively.
- Self-motivation and be able to work autonomously and remotely.
- Strong collaboration skills and an ability to work as part of busy team based remotely.

# AUSTRALIAN WATER

ASSOCIATION

- Solid knowledge of CRM/stakeholder management systems; Experience with iMIS is an advantage.
- Thorough working knowledge of Microsoft Office suite.
- An understanding of the water industry is an advantage.

## **Why the Australian Water Association?**

Our Membership Services team has chosen to align their career with the Association because we are passionate about what we do and we are good at it. We are professional, hardworking, & down to earth, and really encourage the spirit of team collaboration.

This role provides a State focus and regular interaction with the Senior Leadership Team. There will be ample opportunity to raise your profile and have a direct impact on the delivery of the Association's business objectives within Victoria.

## **How to apply**

If you would like to apply for this opportunity please send your covering letter addressing the selection criteria and your resume to our HR Partner Justine Williamson at [justine@jwhr.com.au](mailto:justine@jwhr.com.au). Applications close 30 June 2017. No agencies please.