

Position Description	
Position Title	Australian Citizen Science Association – Conference Liaison
Location	Sydney or Brisbane based
Reports to (Position Title)	ACSA National Coordinator and conference event management service
Hours	7 hours per week
Status	Temporary - March 2020 to November 2020
Salary	\$85,738.38 (pro rata) with a total remuneration package of \$93,883 per annum

The Australian Citizen Science Association (ACSA) was formed in June 2014 to advance citizen science through the sharing of knowledge, collaboration, capacity building and advocacy. ACSA is governed by a member-elected volunteer Management Committee and is supported by state-based Regional Chapters. Membership of the association is open to citizen science project managers, volunteers or anyone with an interest in citizen science.

The last citizen science conference, held in Adelaide in 2018, booked out with more than 250 participants from Australia, Europe, the USA and South East Asia. The community has grown since then, and the role of citizen science is becoming better understood in the research landscape. Excitement is building for the 2020 conference!

Position Purpose
The conference liaison will work with our National Coordinator, our contracted event management service Premier Event Concepts and ACSA's volunteer conference organising committee to help plan, coordinate and deliver ACSA's 3 rd national citizen science conference on the Gold Coast in October 2020.
Key Accountabilities
<ul style="list-style-type: none"> ▪ Be the primary point of contact between our event management service and ACSA to coordinate conference planning and management. ▪ Develop and manage the conference web page. ▪ Attend and actively contribute to the volunteer committee conference organising meetings. ▪ Help plan the conference agenda and support the volunteer conference organising committee in activities such as abstract call-out and review, venue logistics, sponsorship acquisition. ▪ Attend ACSA's 2020 conference (October 6th-9th) on the Gold Coast and assist with needs and queries for the duration of the conference. ▪ Prepare an evaluation of the conference post-event including summary pack. ▪ Liaise with ACSA's social media moderator and National Coordinator to help develop and distribute content to promote the event. ▪ Respond to conference related enquiries, and escalate and redirect issues as required, to ensure the provision of accurate information in a timely manner.

Essential Requirements
<ul style="list-style-type: none"> ▪ Excellent written and oral communication skills. ▪ Demonstrated project management and conference planning experience with high attention to detail and organisation. ▪ Website development skills (e.g. experience in WordPress or similar). ▪ Ability to work with key stakeholders and manage their expectations. ▪ Ability to work remotely and independently.
Desired Competencies for the role
<ul style="list-style-type: none"> ▪ Skills in conference evaluation and reporting. ▪ Experience with a design program such as Canva or Indesign. ▪ Knowledge of ACSA and attendance of a previous ACSA conference.
General Duties
<ul style="list-style-type: none"> ▪ Adopt safe work practices. ▪ To understand and apply equal employment opportunities. ▪ To undertake other duties as may be directed by the ACSA Management Committee from time to time.
Other considerations
<ul style="list-style-type: none"> ▪ If based in Brisbane you would need your own office space including telephone, desk and computer. ▪ If based in Sydney, we can accommodate you at our host institution Sydney University, however, you would need to provide your own computer. ▪ ACSA will cover reasonable travel costs for staff, as agreed in writing on a case by case basis. ▪ We are a flexible employer and happy to accommodate a seven-hour work week spread across two or more days.
Position Dimensions
<p>Direct Reports: Nil</p> <p>Budget Responsibility: No direct responsibility. However, successful applicant must work closely with the conference event management service to ensure expenditure is on track.</p>

Applicants must submit

1. A one to two page covering letter which addresses the above **essential requirements and desired competencies**, and
2. A C.V. (maximum 4 pages) including 2 professional references with contact numbers and email addresses.

Please submit your application and attachments as PDFs to <pd.tegart@gmail.com>

Enquiries: Patrick Tegart | Email: <pd.tegart@gmail.com>

Applications close: Sunday, February 9th, 2020