

## **Gas Energy Australia**

### **Senior Engagement Manager (Part-time)**

**Canberra (hybrid) or Fully Remote**

**\$90,000 - \$100,000 FTE (pro-rata \$45,000 - \$60,000 for 0.5-0.6 FTE) plus super**

Are you an experienced events, engagement, or association professional looking for a flexible part-time role with real ownership? Do you enjoy delivering high-quality events, managing member communications, and building relationships with sponsors and senior stakeholders? Comfortable running your own show once you understand the organisation's voice, brand, and priorities? Then this might be the job for you.

As Gas Energy Australia **Senior Engagement Manager**, you will have end-to-end ownership of the Member Services pillar of GEA's strategy – delivering the events calendar, member communications, and sponsor and membership engagement that keep the association connected and valued by its members.

Gas Energy Australia is the peak industry body representing Australia's LPG sector, with members spanning the full supply chain. LPG plays a critical role in Australia's energy mix – supplying around two million homes for heating, cooking, and hot water, supporting thousands of commercial and industrial businesses, and providing reliable energy access for regional communities. Our membership includes companies at the forefront of Australia's emerging renewable liquid gas sector – a burgeoning renewable fuel sector critical to Australia's future decarbonised economy.

This part-time position (0.5 – 0.6 FTE, equivalent to 2.5–3 days per week) would suit a candidate with demonstrated experience delivering events or engagement programs end-to-end, ideally within an industry association, events agency, or similar environment. The role is structured for high autonomy and outcomes-based delivery, with strategic direction provided by the CEO.

Key responsibilities include leading end-to-end delivery of GEA's events calendar – including interstate networking functions and the biennial conference – managing sponsor engagement and fulfilment, owning member communications across email and LinkedIn, and supporting membership growth by managing relationships and converting warm leads.

A full Position Description is available on the GEA Website via:

<https://www.gasenergyaus.au/get/2407.pdf>.

For more information or a confidential discussion, contact Gas Energy Australia Chief Executive Officer Jordan McCollum on (02) 6176 3100 or [jmccollum@gasenergyaus.au](mailto:jmccollum@gasenergyaus.au).

Applications including a Cover Letter and Curriculum Vitae should be submitted to [jmccollum@gasenergyaus.au](mailto:jmccollum@gasenergyaus.au) with the subject line 'APPLICATION: GEA Senior Engagement Manager'.

13 April 2026

## Position Description: Senior Engagement Manager

**Employment Basis:** Permanent Part-time

(0.5 - 0.6 FTE, equivalent to 2.5-3.0 days per week)

**Location:** Canberra Office (hybrid working) with some travel

or fully remote with some travel for the right candidate outside Canberra.

**Business Unit:** Gas Energy Australia (GEA) Secretariat

**Supervisor Title:** Chief Executive Officer (CEO)

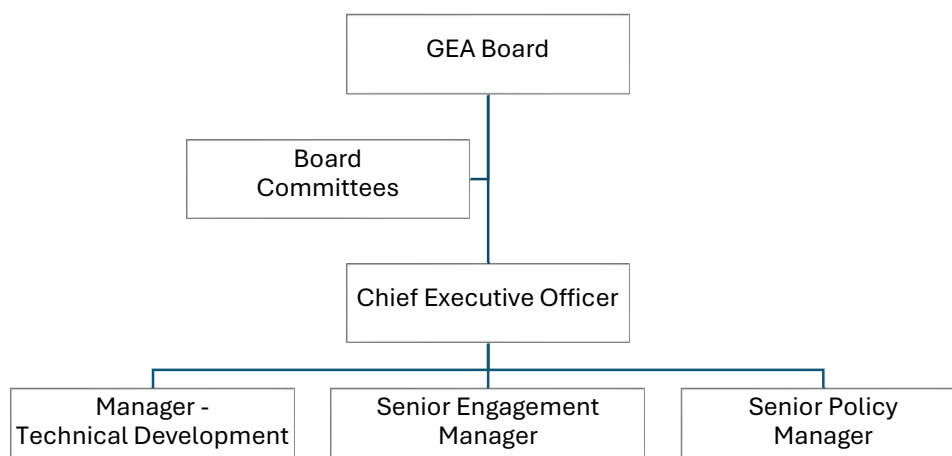
### Description of Role

The Senior Engagement Manager reports directly to the CEO and is responsible for the delivery and continuous improvement of the Member Services pillar of the Gas Energy Australia (GEA) Strategy. The role is focused on delivery of member-facing outcomes, stakeholder engagement, and continuous improvement of the Member Services function.

The role leads the planning and end-to-end delivery of GEA's member-facing activities, including events, communications, and member/sponsor engagement. It ensures the consistent delivery of high-quality services that support member value and industry engagement. Strategic direction for the pillar is set by the CEO, with this role responsible for planning, oversight, delivery, and continuous improvement as the lead for the Member Services function.

The position is intentionally structured around delivery and coordination rather than extensive strategic development or large-scale team management, consistent with its part-time nature. It offers a high degree of flexibility and autonomy, making it well suited to an experienced association, events, or engagement professional. The role provides full ownership of meaningful, high-impact work within a national industry association.

### Organisation Structure



## Essential Responsibilities

### Member Services Pillar Ownership

- Lead implementation and ongoing delivery of the Member Services strategic pillar
- Ensure alignment across events, communications, and engagement activities
- Identify and recommend improvements to enhance member value
- Provide input to the CEO on the ongoing evolution of the strategic pillar

### Engagement & Events

- Lead the end-to-end planning and delivery of the GEA events calendar, including:
  - Interstate sponsored networking events
  - GEA's biennial conference (full lifecycle delivery)
- Manage sponsor engagement and fulfilment of sponsorship deliverables (commercial outcomes, retention, and growth)
- Manage event delivery including securing speakers and venues, and event logistics
- Oversee event execution, including run-of-show and onsite delivery
- Ensure a high-quality, professional member and stakeholder experience

### Communications Management

- Develop and execute a member communications calendar
- Manage association email communications via CRM platforms
- Manage GEA's LinkedIn presence as the primary social media channel
- Maintain and evolve tone and voice within established brand parameters
- Coordinate and direct external graphic design consultants to support communications and event materials

### Business Development & Membership Engagement

- Manage and grow relationships with existing members.
- Convert warm leads and support targeted membership growth initiatives in collaboration with the CEO
- Identify opportunities to increase member engagement and value, particularly through events and visibility opportunities

## Skills

This role requires demonstrated experience operating autonomously at a senior level, including direct engagement with executive stakeholders and ownership of outcomes without administrative support. This includes the ability to consistently demonstrate:

- Strong end-to-end event management capability, including ownership of delivery
- High-quality written communication skills suitable for professional member audiences
- The ability to manage multiple workstreams across events, communications, and engagement

- Stakeholder management skills, particularly with sponsors and senior industry representatives
- Commercial awareness, with the ability to support member growth and sponsor outcomes
- Experience managing external service providers (e.g. designers, venues, contractors)
- Strong organisational and time management skills in a part-time environment
- Ability to work autonomously with minimal supervision, while maintaining alignment with CEO direction
- Proficiency in Microsoft Office and familiarity with CRM/email marketing platforms

## Education

- A tertiary qualification in communications, marketing, business, event management or a related discipline (desirable); or
- Demonstrated equivalent experience in events, engagement, communications or association roles, including delivery of activities with a high degree of autonomy.

## Experience

- Demonstrated experience in events, engagement, communications, or association roles
- Proven ability to deliver events or programs with end-to-end ownership
- Experience working in a small organisation, association, or agency environment (highly regarded)
- Exposure to sponsor or client relationship management
- Experience supporting business development or membership growth activities (desirable)

## Role Relationships

- Internal:
  - CEO;
  - GEA Board of Directors;
  - Managers and Staff.
- External:
  - GEA Members including senior representatives;
  - Senior Industry leaders and executives;
  - External service providers.

## Supervision Received

- The Senior Engagement Manager will operate with a high degree of independence, acting as the primary owner of the Member Services pillar.
- The role requires confident decision-making, self-direction, and the ability to manage competing priorities without day-to-day supervision.

## Working Environment and Employment Conditions

- Flexible working arrangements, including remote or hybrid working

- Significant autonomy in structuring working hours, with outcomes-based performance expectations
- Part-time schedule (0.5 – 0.6 FTE) to be agreed with CEO
- Flexibility to adjust working patterns during peak event periods, with corresponding flexibility outside these periods
- Occasional interstate travel and overnight stays required

## Behaviour and Attitude

- Professional, proactive and highly organised
- Confident and capable of operating independently.
- Comfortable operating as a standalone functional lead within a small, high-performing organisation
- Collaborative and responsive to member and stakeholder needs
- Commercially aware with a focus on delivering value
- Positive, solutions-oriented approach

## Remuneration

A salary package of \$90,000 – \$100,000 (full-time equivalent) plus superannuation will be offered, pro-rated to reflect the agreed part-time arrangement (\$50,000 – \$60,000pa).

Additional benefits as detailed in the GEA HR Policy may be offered to candidates for this role including an annual 2-week paid office shutdown period, coverage of phone costs and compensation for office related parking costs.

## Application

Applications for this role should include a Cover Letter detailing the candidate's knowledge and experience pertinent to the requirements of the along with their Curriculum Vitae and three referees who can speak to the candidate's senior-level policy experience.

Candidates are asked to provide Cover Letter and Curriculum Vitae by email to GEA CEO Jordan McCollum via [jmccollum@gasenergyaus.au](mailto:jmccollum@gasenergyaus.au) including the subject line 'APPLICATION: GEA Senior Engagement Manager' before the specified date.