

## POSITION DESCRIPTION

**POSITION:** Events Coordinator

**DATE:** June 2021

**LOCATION:** Keswick SA

**REPORTS TO:** CEO

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

### ROLE OVERVIEW

Reporting to the designated Events Manager, will oversee an agreed portfolio of motoring events and functions to drive funds for this revenue stream which supports the work Variety does for kids.

This will be achieved working with the Events, Marketing and Finance teams and working with internal contacts such as Variety staff and the Board, and external contacts such as land owners, local councils, corporate partners, community networks, industry associations and schools.

The position will also work directly with the relevant Event and Function Committee.

Annual KPI's for this role will be agreed based on the Strategic Plan, the Annual Motoring Events Plan and the Principal Accountabilities below.

### PRINCIPAL ACCOUNTABILITIES

Values and Behaviours	<ul style="list-style-type: none"> <li>• Demonstrate the values of equality, community, action and joy in all interactions internally and externally</li> <li>• Fulfil the role in line with the agreed behaviours that deliver on our values</li> </ul>
Strategy	<ul style="list-style-type: none"> <li>• Support the Events manager who will provide strategic direction and leadership across the relevant motoring events to ensure alignment to the organisational goals and branding</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify opportunities to significantly generate a new approach to Variety's motoring events to capitalise on fundraising and brand awareness</li> <li>• Support the process by which the motoring event strategy is developed, documented and implemented with the support of the Event Chair and Committee.</li> <li>• Continuously improve the effectiveness and efficiencies of motoring events and major function activities</li> </ul>
Motoring Events Development	<ul style="list-style-type: none"> <li>• Manage all tasks in a timely and effective manner of the assigned key motoring events</li> <li>• Liaise with relevant officials, police, fire, local authorities, appropriate land owners and city officials</li> <li>• Liaise with the Business Development Manager to ensure sponsor benefits and additional servicing are delivered.</li> <li>• Liaise with the Marcomms Team to provide accurate and timely content and materials for motoring events in line with the National Brand Book and associated guidelines</li> <li>• Liaise with the Grants Coordinator to develop opportunities where approved grants may be distributed on event.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>• Adhere to the motoring events budget in association with the Event Manager and Operations and Finance Manager to drive cost and scale efficiencies</li> <li>• Keeping accurate financial records</li> </ul>
Results focused	<ul style="list-style-type: none"> <li>• Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing projects/assignments or tasks as required.</li> </ul>
Organisation, time management and planning	<ul style="list-style-type: none"> <li>• Plan, prioritise and organise work and/or resources to achieve agreed objectives</li> <li>• Decide when and how to respond to requests for information or assistance</li> <li>• Organise meetings and resources as required</li> <li>• Multitask as required</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Be supportive and encourage others in the team</li> <li>• Help to build co-operation by setting an example and showing a flexible responsive and adaptable approach to delivering personal and team tasks and results</li> <li>• Contribute to building team morale as an active participant</li> </ul>
Networking and Professional Development	<ul style="list-style-type: none"> <li>• Maintain positive relationships with key contacts</li> <li>• Exchanging information with the team</li> <li>• Develop a mutual knowledge base and understanding with staff in other departments which can be drawn upon in the future</li> </ul>

	<ul style="list-style-type: none"> <li>• Attendance/participation at relevant meetings, events and forums</li> </ul>
Other accountabilities	<ul style="list-style-type: none"> <li>• Responsible for ensuring compliance with all Workplace Health &amp; Safety requirements and keeping the workplace safe and hazard free at all times</li> <li>• Other reasonable duties as required</li> <li>• Ensure Variety is promoted in a positive manner at every opportunity.</li> <li>• Adheres to WWC guidelines</li> </ul>

**KEY SKILLS and COMPETENCIES REQUIRED**

- Passion for making a difference to Aussie kids and their families
- Tertiary degree in a relevant discipline and/or relevant equivalent work experience
- Strong organisational skills and attention to detail, with demonstrated experience in project planning
- Proven success and experience in high profile events, particularly road/motoring events
- Willingness to travel and attend events/functions as required.
- Outstanding verbal and written communication with exceptional presentation skills
- Ability to work under tight deadlines on high profile and results-oriented tasks
- High level of integrity and ability to maintain confidentiality
- Current SA Drivers licence
- Working with Children Check
- Eligibility to work in Australia on a permanent basis

**OTHER RELEVANT INFORMATION**

- Some out of hours' work is required including weekends
- Interstate and Intrastate Travel Required for all motoring events

Signed .....

Position .....CEO.....

Date .....