

## POSITION DESCRIPTION

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**POSITION:** Events Coordinator

**DATE:** September 2022

**LOCATION:** Keswick Adelaide

**REPORTS TO:** Events Manager

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

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

### ROLE OVERVIEW

Reporting to the Events Manager, the Events Coordinator will provide administrative support to a suite of events overseen from SA Office 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 venues, F & B teams, Production teams, corporate partners, community networks and industry associations.

The position will also work directly with the relevant Events 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>
Functions Coordination and Administration	<ul style="list-style-type: none"> <li>• Work with the relevant event manager to undertake all necessary activities in relation to the delivery of a set suite of functions in a timely and best practise methodology.</li> <li>• Use experience and complementary resources to ensure events are organised, executed efficiently and the participant/team experience is a positive one.</li> <li>• Ensure all contracts are signed by Event Manager or CEO in relation to venue hire and food, beverage and production costs.</li> <li>• Liaise with Event Manager and the Operations and Finance manager to ensure the event budgets are adhered to and the projected net is met or exceeded.</li> <li>• Be proactive in identifying innovative and creative initiatives to maximise event income and assist in managing fundraising teams, fundraising items and experiences.</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaborate with the Marcomms team to provide content for the implementation of promotional activities including brand and advertising campaigns and online initiatives</li> <li>• Ensure each event is conducted to the highest standards with adherence to the motoring and relevant event strategies and VSA's annual timetable.</li> <li>• Maintain and monitor an annual Events calendar</li> <li>• Where relevant work with the event Chair and committee.</li> </ul>
Financial and Data Support	<ul style="list-style-type: none"> <li>• Support end-to-end activities through the accurate execution and recording of all Function, Event, Operations and Administrative requirements of Variety SA.</li> <li>• Accurate administration of all event documentation in a timely and efficient manner.</li> <li>• Assist in maintaining all appropriate reports and statistics with accuracy.</li> <li>• Provide word processing, data input, filing, photocopying, email and general administrative work in relation to our suite of events</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> <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 VSA Policies, 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
- Relevant tertiary qualifications in Event / Functions disciplines or equivalent work experience
- Proven administrative and events coordination experience in a similar role
- Strong organisational skills and attention to detail, with demonstrated experience in project planning
- Willingness to travel and attend events/functions as required.
- Outstanding verbal and written communication with exceptional relationship skills
- A demonstrated proactive customer service attitude
- Ability to work under tight deadlines on high profile and results-oriented tasks
- Demonstrated knowledge of databases and online fundraising research tools
- High level of integrity and ability to maintain confidentiality
- Current SA Drivers licence – must have access to own vehicle
- Working with Children Check
- Eligibility to work in Australia on a permanent basis

## **RELEVANT INFORMATION**

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