

## Position & Person Specification

<b>TITLE OF POSITION</b> Events Coordinator	<b>REPORTS TO</b> Designated Events Manager
<b>DATE</b> 29 <sup>th</sup> July, 2019	<b>TENURE</b> Full time
<b>KEY STAKEHOLDERS</b> <ul style="list-style-type: none"> <li>Event Chair and Committees</li> <li>Event Entrants</li> <li>Third Party logistical entities</li> <li>Corporate Sponsors and Partners</li> <li>Council and local government</li> </ul>	<b>MEETING ATTENDANCES</b> <ul style="list-style-type: none"> <li>Relevant Event Committees</li> <li>Management</li> <li>All Staff</li> </ul>
<b>KEY WORKING RELATIONSHIPS</b> <ul style="list-style-type: none"> <li>Accountable to designated Events Manager to assist in the development and delivery of a set suite of major events</li> <li>Accountable to designated Events Manager in the management, development and delivery of a set suite of supporting events and functions in their own right</li> <li>The relevant Event Chair and committee</li> <li>Responsible to the Variety team and committees</li> </ul>	
<b>AUTHORITIES</b> <ul style="list-style-type: none"> <li>Authority to spend the amount as outlined in the Instrumentation of Delegation Authority</li> </ul>	
<b>ACKNOWLEDGEMENT</b> I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out below.  Signed by Employee: ..... Name of Employee:..... Date:.....  Signed by CEO: ..... Date:.....	

# Position Specification

## 1. Summary of the broad purpose of the position

The Event Coordinator is a full time position responsible for supporting their designated Events Manager for a suite of Major Events and for managing the strategy, management and delivery of selected supporting events and functions in their own right. This position works very closely with the relevant Event Chair, committee and entrants and collaborates with relevant third party partners. A current SA driver's licence is essential and some intrastate travel will be required during events.

## 2. Competency Profile

- 2.1 Demonstrated experience in planning and executing a high-volume event calendar
- 2.2 Stakeholder relationship management and client liaison
- 2.3 Proposal development, presentation and delivery
- 2.4 Strong interpersonal skills that are effective at all levels
- 2.5 Exceptional communication skills
- 2.6 Strong attention to detail

## 3. Key Result Areas

### 3.1 Finance

- 3.1.1 Manage the supporting events and functions budget as agreed by the Event Manager.
- 3.1.2 Contribute to the enhancement of relationships with existing sponsors and partners to maintain their investment as a minimum.
- 3.1.3 Monitor, evaluate and report on relevant event functions, sales and participation.

#### **Key Performance Indicators/M Measurement**

Performance will be measured by:

- 1. Accuracy around the management of events income and expense streams.

### 3.2 Customers

- 3.2.1 Develop and maintain strong working relationships with all event stakeholders to include Event Chair and committee, entrants, service providers, sponsors, councils and broader community.
- 3.2.2 Contribute to a team that ensures each event displays the core values of Variety and upholds the image and integrity of the brand.
- 3.2.3 Assist in the delivery of benefits to existing sponsors and corporate partners and enhance their experience through positive relationships and communication.

#### **Key Performance Indicators/M Measurement**

Performance will be measured by:

- 1. Positive feedback from internal and external stakeholders derived from survey results.

### 3.3 Internal Processes

- 3.3.1 Support the designated Event Manager as directed on Major Events and functions developing an understanding of the key processes, logistics, budgets and partners of each event.
- 3.3.2 Ensure each event is conducted to the highest standards with adherence to the event strategy and timetable schedule.
- 3.3.3 Oversee the production of all event documentation and ensure it is accurate and completed in a timely manner.
- 3.3.4 Ensure a Risk Management Assessment is conducted for each supporting events and functions and Variety WHS policies, procedures and safe work practises are followed.
- 3.3.5 Assist in the process of constantly analysing and evaluating all events and functions ensuring appropriate reports and statistics are accurate, updated and maintained.

#### **Key Performance Indicators/Measurement**

Performance will be measured by:

1. Event delivery exceeds peer standards and expectations of all stakeholders.
2. Accuracy of event documentation.

### 3.4 People and Learning

- 3.4.1 Comply with all VSA policies.
- 3.4.2 Ensure that all safe work practices are followed.
- 3.4.3 Assist the Event Manager in providing a healthy work environment that encourages teamwork, supports Variety values and promotes a positive culture.
- 3.4.4 Impart experience and learnings to team members as a valued staff member.
- 3.4.5 Participate in all compulsory and allocated training and development opportunities.
- 3.4.6 Participate in the team meetings and planning days.

#### **Key Performance Indicators/Measurement**

Performance will be measured by:

1. Feedback from Event Manager during the formal review process.
2. Adherence to and compliance with all policies and procedures.

## Person Specification

### Desired/Essential qualifications:

Qualifications in Event Management or marketing is desirable or equivalent experience.

### Competencies and experience:

1. A proven track record in Event Management
2. Proven client relationship management, negotiation skills and communications strategies.
3. Experience in monitoring and measuring performance against budgets.
4. Experience in developing proposals, presentation development and delivery.
5. Experience in and ability to manage resources, meet productivity and profitability targets and develop and affect cost reduction strategies.
6. Exceptional time management and organisational skills.
7. Experience in working with committees to achieve team orientated goals.
8. Ability to analyse issues, evaluate solutions, develop sound conclusions and recommend a course of action.
9. Demonstrated ability to develop relationships with a diverse range of people and businesses in the corporate, government and not for profit sectors.
10. Ability to prioritise tasks and deliver high quality outputs.
11. Excellent written and verbal communication skills.
12. Ability to work under pressure and within tight time constraints when necessary.
13. Experience in fundraising activities such as Auctions at major events.
14. Be passionate about the values of Variety- the Children's Charity.