

Position & Person Specification

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| TITLE OF POSITION Events Coordinator | REPORTS TO Events Manager |
| DATE December 2020 | TENURE 12 Month Contract – Part Time 22.5 hours pw |
| KEY STAKEHOLDERS <ul style="list-style-type: none"> Event Chair and Committee Event Entrants Third Party Logistic Entities Corporate Sponsors and Partners Council and Local Government Variety SA Team Volunteers | |
| KEY WORKING RELATIONSHIPS <ul style="list-style-type: none"> Accountable to designated Events Manager to assist in the development and delivery of a set suite of major events Accountable to designated Events Manager in the management, development and delivery of a set suite of supporting events and functions in their own right The relevant Event Chair and committee Responsible to the Variety team and committees | |
| AUTHORITIES <ul style="list-style-type: none"> Authority to spend the amount as outlined in the Instrumentation of Delegation Authority | |
| ACKNOWLEDGEMENT 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 position is a part time 12 month contract position that is responsible for supporting their designated Events Manager in the administration, planning and delivery of a suite of events and functions. This position encompasses a high volume of administrative work and as expected, attention to detail is critical. The EC will be a key member of the events team and the overall Variety operational unit. The EC works closely with the relevant Event Chair, committee and entrants and collaborates with relevant third party stakeholders. 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 administering, planning and executing a high-volume event calendar
- 2.2 Stakeholder relationship management and client liaison
- 2.3 Strong interpersonal skills that are effective at all levels
- 2.4 Exceptional communication skills
- 2.5 Strong attention to detail

3. Key Result Areas

3.1 Customer relations

- 3.1.1 Foster a strong working relationship with all the staff and volunteers of Variety SA;
- 3.1.2 Develop a good rapport with Variety SA's clients, event participants and all function attendees;
- 3.1.3 Contribute to a team that ensures each event displays the core values of Variety and upholds the image and integrity of the brand.
- 3.1.4 Assist in the delivery of benefits to existing sponsors and corporate partners and enhance their experience through positive relationships and communication.
- 3.1.5 Develop a good rapport with Variety SA's key third party suppliers;
- 3.1.6 Open and effective communication, both written and verbal, with all stakeholders (suppliers, sponsors, clients, entrants, staff, recipients etc.);

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| .Key Performance Indicators/M Measurement | Performance will be measured by: <ul style="list-style-type: none"> • Positive feedback from internal and external stakeholders provided to the CEO via consultation. |
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3.2 Event Administration and Finance

- 3.2.1 Support Event Manager as directed on events and functions whilst developing an understanding of the key processes, logistics, budgets and partners of each event.
- 3.2.2 Ensure each event is conducted to the highest standards with adherence to the event strategy and timetable schedule.
- 3.2.3 Accurate administration of all event documentation in a timely and efficient manner.
- 3.2.4 Assist in maintaining all appropriate reports and statistics with accuracy.

- 3.2.5 Provide word processing, data input, filing, photocopying, email and general administrative work in relation to our suite of events
- 3.2.6 Assist Event Manager in meeting relevant budget requirements pertaining to events
- 3.2.7 Ensure the CRM database is maintained accurately;
- 3.2.8 General duties that assist Variety to achieve its mission.

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| Key Performance Indicators/Measurement | Performance will be measured by: <ul style="list-style-type: none"> • Efficiencies and effectiveness of administration and event duties • 100% accuracy in relation to all transactions • 100% accuracy in all CRM inputs • Feedback from Event Manager to CEO |
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3.3 Marketing and Communications

- 3.3.1 Administer relevant collateral to ensure consistency in our messaging.
- 3.3.2 Administer a broad range of collateral for internal and external use.

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| Key Performance Indicators/Measurement | Performance will be measured by: <ul style="list-style-type: none"> • Accuracy in conveying Variety key messages, values and direction. • Increase in awareness and response to the Variety brand. • Deliver high standards of administrative excellence in digital and printed collateral. |
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3.4 People and Learning

- 3.4.1 Comply with all VSA policies;
- 3.4.2 Foster a positive personal relationship with all relevant stakeholders.
- 3.4.3 Communicate with the broader SA community to create a positive and educated understanding of the core values of Variety and the inspirational outcomes delivered through the grants program.
- 3.4.4 Assist the Event Manager & CEO in providing a healthy work environment that encourages teamwork, supports Variety values and promotes a positive culture.
- 3.4.5 Ensure that all safe work practices are followed;
- 3.4.6 Participate in all compulsory and allocated training and development opportunities;
- 3.4.7 Participate in the team meetings and planning days;

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| <i>Key Performance Indicators/M Measurement</i> | Performance will be measured by: <ol style="list-style-type: none"> 1. Feedback from CEO during the formal review process 2. 100% adherence to and compliance with all policies and procedures |
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Person Specification

Competencies and experience:

1. A proven track record in Event Management.
2. Proven client relationship management.
3. Experience in meeting budget guidelines.
4. Exceptional time management and organisational skills.
5. Experience in working in team environment
6. Ability to problem solve
7. Demonstrated ability to develop relationships with a diverse range of people.
8. Ability to prioritise tasks and deliver high quality outputs.
9. Excellent written and verbal communication skills.
10. Ability to work under pressure and within tight time constraints when necessary.
11. Experience in fundraising activities such as Auctions at major events.
12. Be passionate about the values of Variety- the Children's Charity.

Relevant Information:

- Some out of hours' work is required including weekends.
- Successful applicants will be required to undertake a Police Clearance Check.
- Current driver's license