

POSITION DESCRIPTION

POSITION: Events Manager

DATE: January 2022

LOCATION: Keswick SA

REPORTS TO: CEO

EMPLOYEE'S SIGNATURE: _____

EMPLOYEE NAME: _____

ROLE OVERVIEW

Reporting to the Chief Executive Officer, the Events Manager will oversee an agreed portfolio of 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"> • Demonstrate the values of equality, community, action and joy in all interactions internally and externally • Fulfil the role in line with the agreed behaviours that deliver on our values
Strategy	<ul style="list-style-type: none"> • Provide strategic direction and leadership across the motoring events responsible for to ensure alignment to the organisational goals and branding

	<ul style="list-style-type: none"> • Identify opportunities to significantly generate a new approach to Variety's motoring events to capitalise on fundraising and brand awareness • Develop, document and implement the motoring event strategy with the support of the Event Chair and Committee. • Continuously improve the effectiveness and efficiencies of motoring events and major function activities
Events Leadership & Development	<ul style="list-style-type: none"> • Manage all aspects of key planned events as allocated by the CEO • Scope the routes and destinations of each event in consultation with the Event Chair and the Motoring Operations and Risk Manager. • Liaise with relevant officials, police, fire, local authorities, appropriate land owners and city officials • Liaise with the Business Development Manager to ensure sponsor benefits and additional servicing are delivered. • 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 • Liaise with the Grants Coordinator to develop opportunities where approved grants may be distributed on event.
Financial management	<ul style="list-style-type: none"> • Preparation of the motoring events budget in association with the Operations and Finance Manager to drive cost and scale efficiencies • Tracking and managing financial targets and keeping accurate financial records
Results focused	<ul style="list-style-type: none"> • Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing projects/assignments or tasks as required.
Organisation, time management and planning	<ul style="list-style-type: none"> • Plan, prioritise and organise work and/or resources to achieve agreed objectives • Decide when and how to respond to requests for information or assistance • Organise meetings and resources as required • Multitask as required
Teamwork	<ul style="list-style-type: none"> • Be supportive and encourage others in the team • 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 • Contribute to building team morale as an active participant
Networking and Professional Development	<ul style="list-style-type: none"> • Maintain positive relationships with key contacts • Exchanging information with the team • Develop a mutual knowledge base and understanding with staff in other departments which can be drawn upon in the future

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

KEY SKILLS and COMPETENCIES REQUIRED

- Passion for making a difference to Aussie kids and their families
- Previous experience in a similar leadership position ideally within a not for profit organisation
- 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 managing 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
- Proven business acumen with superior decision making ability
- 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