

## POSITION DESCRIPTION

<b>Position Title:</b>	Events Coordinator
<b>Location:</b>	<b>Gold Coast</b>
<b>Employer:</b>	Bravehearts
<b>Terms:</b>	Full Time Social, Community, Home Care and Disability Services Industry Award 2010 Level: 3
<b>Reports to:</b>	Director of Community Engagement and Fundraising



### **Our Vision**

To make Australia the safest place in the world to raise a child.

### **Mission Statement**

Our Mission is to prevent child sexual assault in our society.

### **Guiding Principles**

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour and without compromise and to continually ensure that the best interests and protection of the child are placed before all other considerations.

### **PURPOSE OF POSITION:**

Key purpose of the role is to successfully coordinate fundraising, organisational and brand awareness events. The Events Coordinator is responsible for developing and running the events portfolio which includes both sporting/campaign events such as Bravehearts 777 Marathon, White Balloon Day, and special events. The role will also coordinate all internal Bravehearts events. This position will have a working relationship with all staff within the organisation including volunteers / members and supporters.

**Term of Appointment:** Permanent Full time

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The Events Coordinator is a semi-autonomous role that will be supported by the Director, Fundraising Manager, CET team and the Marketing Manager. Having a significant input and influence on the development and expansion of fundraising/awareness raising events as well as other special Bravehearts events the purpose of the role is three-fold:

Bravehearts events: The role will be responsible for planning, development and management of the annual Bravehearts events (including White Balloon Day event, ThankShoe Awards and Bravehearts Adventures) ensuring the events are effectively designed, well planned and run smoothly. Under the supervision of Fundraising Manager, the role will involve acting as the key contact point; coordinating external contractors and expenses; coordinating event registrations and bookings; preparing event materials; and organising the communications including EDMs and website content in conjunction with the Marketing Manager and Fundraising Manager.

Third Party events: The role will also help expand, liaise with and support major fundraising events and activities conducted by external organisations, sponsors, companies or individuals in support of Bravehearts.

Internal Events: The role will also support and coordinate small internal Bravehearts events under instruction of relevant Bravehearts Managers/Directors, by working with other Bravehearts staff to ensure smooth running and coordination.

This role may require some intrastate and/or interstate travel from time to time.

## **Reporting Relationships**

The position reports to the Director of Community Engagement and Fundraising and has no direct reports but will work with the Fundraising Manager to coordinate CET staff and volunteers to assist with events.

## **Key Areas of Responsibility**

### **Bravehearts Events**

- Plan and manage key Bravehearts external and internal events from initial stages through to completion including post event wrap-up and reporting (White Balloon Day, ThankShoe Awards, Bravehearts Adventures, etc.);
- Liaise and coordinate managing relationships with contractors to ensure successful delivery of events;
- Negotiate contracts with service providers, venues etc., at all times ensuring the best possible financial outcome for Bravehearts;
- Act as a key contact between stakeholders;
- Develop and manage event timelines, run sheets, event orders and floor plans;
- Oversee and delegate responsibilities to designated Event Assistants and coordinate volunteers for event set up;
- Draft clear written communications in conjunction with the Marketing Manager and deliver this information on behalf of Bravehearts in the lead up to the event;
- Compile material for event program; maintain mailing lists for distribution of event calendar or other pertinent information;
- Collaborating with Volunteer Coordinator to recruit and coordinate casual Events support staff and Events volunteers to achieve events objectives and budget expectations including revenue generation and minimisation of expenses in line with annual targets;
- Ensure the budget, financial reconciliation and all matters relating to the meeting costs and expenses are recorded and monitored;
- Update events websites;
- Compile event reports including evaluation of key events;
- Collaborate with Corporate Partnerships Coordinator in order to secure and manage relationships with sponsors where relevant.

### **Third Party Fundraisers**

- Support major third party fundraising events in support of Bravehearts;
- Liaise with, and provide guidance to major third parties events in collaboration with Bravehearts and assist them with fundraising program where required;
- Maintain and grow strong relationships with all stakeholders and establish good and effective communication lines;
- Update relevant website pages.

### **Other:**

- Maintain exceptional attention to detail in all aspects of the day-to-day running of events, including management of all operational aspects and planning;
- Project tasks assigned by the Fundraising Manager;
- Work as part of the Community Engagement team on other activities as required;
- All general administration tasks associated with the role including: telephone and email communication; and database maintenance;

- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Attendance at conferences/meetings/Bravehearts functions;
- Meet and where possible exceed agreed personal Key Performance Indicators;
- Participate in bi-annual Planning and Support Sessions;
- Participate in self-care activities;
- Work as part of a team to attain Bravehearts mission.

**Qualifications/Experience:** Marketing/PR or Events

- A tertiary qualification in Events Management or similar relevant qualification;
- Minimum 2 years of experience in a similar role;
- Proven track record in managing supporter relationships and meeting financial targets;
- A high level of skill and knowledge of event management;
- Demonstrated experience in a similar role working on a diverse range of events including but not limited to galas, conferences, fundraising events, community events, and internal corporate activities; across a range of locations, involving various stakeholders and with differing purposes;
- An eye to detail to ensure the highest level in events management and associated written communications with a contemporary flair;
- Knowledge of and/or experience working in the non-profit sector;
- A commitment to delivering projects and events to the highest quality;
- Knowledge of fundraising.

**Personal Qualities:**

- Energetic and creative;
- Results orientated;
- Respect for privacy and confidentiality;
- The appointee needs to possess personal qualities of integrity, sound judgement, empathy, and respect for individuals;
- The capacity to work enthusiastically within the parameters of the Bravehearts mission and philosophy and to its vision for an optimum contribution to the lives of children and young people who have experienced sexual assault, their non-offending family members and primary caregivers;
- Principles of social justice will underpin the appointee's practice;
- Must have or be willing to apply for a CCYP Working with Children Check (Blue Card) and National Police Certificate;
- Candidates must possess a drivers licence.

**Skills and Abilities:**

- Outstanding communication skills;
- Friendly and confident telephone manner;
- Ability to communicate effectively with internal and external parties;
- Excellent literacy, including ability to write professional and error free correspondence;
- Strong attention to detail with excellent organisational and planning skills;
- Results orientated, experienced delivering within tight timescales with clear financial KPIs;
- Proactive self-starter with innovative and creative abilities;
- Reliable and autonomous;

- Excellent time management skills with an ability to re prioritise quickly and effectively;
- Ability to develop strong stakeholder, donor and corporate relationships through effective interpersonal, negotiation, mediation and representation skills;
- Effective relationship building skills and the ability to work closely with internal and external stakeholders to ensure the smooth operation of events;
- A sound understanding of the effects of child sexual assault on the individual, family, interpersonal, and societal level;
- Ability to work well within a team environment;
- Intermediate use of Microsoft office suite and keyboard skills.
- Experience writing a creative copy is an advantage;

I, \_\_\_\_\_ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I have read, agree and understand my position description. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_