



POSITION DESCRIPTION

POSITION TITLE:	Event Coordinator
PROGRAM(S):	People and Corporate Services
POSITION STATUS:	Permanent, full-time (potential for more flexible arrangements)
REPORTING TO:	Manager, Partnerships Program
LOCATION:	615 St Kilda Road, Melbourne

1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health is a community-controlled LGBTI organisation, governed by our members, and working for our sex, sexuality and gender diverse communities.

For the past 35 years as the Victorian AIDS Council (now Thorne Harbour Health), the organisation led the Victorian community's response to HIV and AIDS. Now, in 2019, our work has moved beyond Victoria and Thorne Harbour Health is responding to a broad range of issues. Thorne Harbour Health aims to improve the health, social and emotional well-being of LGBTI communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

Our Vision

We envision a healthy future for our sex, sexuality and gender diverse communities, a future without HIV, where all people live with dignity and wellbeing.

Our Mission

We devise and deliver effective community-driven health and wellbeing programs. We advocate to reduce stigma and discrimination.

For more information on our organisation, please visit our website www.thorneharbour.org

2. POSITION PURPOSE

The role of the Event Coordinator is to oversee and coordinate all organizational events and ensure that events adhere to a standard that represents Thorne Harbour Health appropriately. In addition to planning, organizing and delivering a portfolio of key organizational events, the Event Coordinator will also be required to provide expertise, advice and assistance to a range of internal team and program level events. This position works closely with the Senior Executive Management Team and is required to provide regular written reports and presentations.

3. POSITION ROLE AND RESPONSIBILITIES

- Lead the development, design and review of the Thorne Harbour Health Event Calendar. Plan the allocation of resources for administering events.
- Lead the planning, implementation and the risk, financial and strategic assessment of major Thorne Harbour Health events. This includes overseeing all event logistics, planning, communication from inception to delivery including post event wrap up and reporting.
- Work collaboratively with a wide range of government, community and corporate partners to achieve mutually beneficial outcomes.
- Oversee negotiation with events suppliers and ensure event equipment and stock is maintained to a safe and presentable standard.
- Ensure all events meet their key objectives and that each objective is aligned with Thorne Harbour Health's strategic plan
- Work collaboratively with the Partnerships Program Manager, the Volunteer Coordinator and the communications team to ensure events are promoted and resourced appropriately
- Manage and supervise staff, volunteers and other key stakeholders at events.
- Lead the surveying, analysis, monitoring and reporting of the effectiveness of Thorne Harbour Health events. Provide rigorous assessment and reporting on success and areas of improvement.
- Look for and identify key branding, education and engagement opportunities when planning events.
- Provide advice to the Senior Executive Team on the viability of third party fundraising events and where these events proceed, provide resources and assistance to maximise the return on investment.
- Review and assess processes and systems relating to events and ensure that these processes are followed.
- Maintain full sets of event documentation, including risk management. Register events through online booking and registration systems.
- Oversee compliance of local government policies and procedures as they apply to Thorne Harbour Health events, ensure all relevant permits are obtained and that all legal obligations including OH&S are met.
- The incumbent will frequently be required to work outside standard office hours in the delivery of events.

4. KEY SELECTION CRITERIA

- Extensive experience in the planning and delivery of a wide range of events including conferences, gala dinners, education forums, fundraising events and community events.
- Excellent interpersonal communication skills and the ability to manage complex situations with tact, discretion and judgement.
- High level of computer literacy is required, including the technical skills to build event micro-sites through a range of online tools. In particular familiarity with Etouches is highly desirable.
- Demonstrated high level attention to detail and ability to manage your time effectively.
- Well developed communication skills including the ability to liaise effectively with internal and external stakeholders at all levels, supported by excellent writing skills
- Highly organised with the ability to prioritise and multitask effectively while working across multiple projects.
- Ability to demonstrate strong leadership and motivate staff, volunteers and other stakeholders at events.
- Demonstrated capacity for on the spot problem solving, as well as the ability to forecast risks and address them ahead of time.

5. QUALIFICATIONS AND EXPERIENCE

A certificate or higher qualification plus three to five years' of experience in a similar role is required. Experience with organizing events for Not for Profit organisations is highly desirable.

6. CONDITIONS OF EMPLOYMENT

- This is a full-time, 38 hours per week position, however Thorne Harbour Health will consider other arrangements.
- There will be a requirement to work flexible hours, including some early morning, evening and weekend meetings, events and other work-related commitments.
- The salary and conditions of employment for this position are as stated in the Victorian AIDS Council Inc and Gay Men's Health Centre Inc Employment Agreement 2014.
- The modern award classification is Community Development Worker Class 2B/SACS Level 5 in the Social, Community, Home Care and Disability Services Industry Award, 2010. The salary is regulated by the Victorian AIDS Council Inc. and Gay Men's Health Centre Inc. Employment Agreement, 2014.
- The salary range for this position is dependant on experience and compensates the employee for flexible hours and overtime.
- Salary packaging is available.
- Conditions of employment with the exception of Overtime are provided in the Victorian AIDS Council Inc. and Gay Men's Health Centre Inc. Employment Agreement, 2014.
- Overtime is not paid and time-in-lieu provisions do not apply to this position. Notwithstanding, it should be noted that there will be a requirement to work flexible hours, including early morning, evening and weekend meetings and other work-related events. This requirement is not negotiable and is intrinsic to the performance of the position.
- Thorne Harbour Health is an equal opportunity employer and as such, all staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Applicants must be either Australian citizens, or have permanent resident status.
- Appointment is subject to a successful police check arranged by Thorne Harbour Health.
- This position is subject to a three month probationary period.

7. PROFESSIONAL SUPERVISION

Thorne Harbour Health has a commitment to ensuring that staff members receive professional supervision on a regular basis. This role is required to attend this supervision.

8. WORKPLACE HEALTH & SAFETY

As an employee of Thorne Harbour Health, staff members need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

9. APPLICATION PROCESS

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent to recruitment@thorneharbour.org

For further enquiries please contact: John Hall via recruitment@thorneharbour.org or ph: 03 9865 6700

Applications close: **9.00 am, Monday, 30 September 2019**

Important: it is essential that applicants specifically address the key selection criteria. Where key selection criteria have not been addressed, applications will not be considered.