



Position Title	Corporate Events Coordinator - Port Hedland
Employment Benefits	9.5% employer superannuation contribution Additional week's leave entitlement PBI salary packaging benefits
Salary	\$72,755 pro rata (includes location allowance)
Hours of Work	20 hours per week
Reports To	Manager Corporate Engagement Senior Manager Development (when Manager Corporate Engagement is on leave)
Last Review of Position	9 October 2019

The Corporate Events Coordinator – Port Hedland role is a key member of Volunteering WA, responsible for coordinating corporate volunteering team events in Port Hedland and Newman.

The Coordinator will be responsible for the planning, management and execution of corporate volunteering events including all event logistics and reporting. A key aspect of the role is to work closely with community organisations in Port Hedland and Newman to identify and scope suitable corporate volunteering activities.

The position requires high level initiative, and logistical, organisational, project management, interpersonal, communication and work, health and safety skills and practices as well as the ability to build, develop and sustain productive relationships.

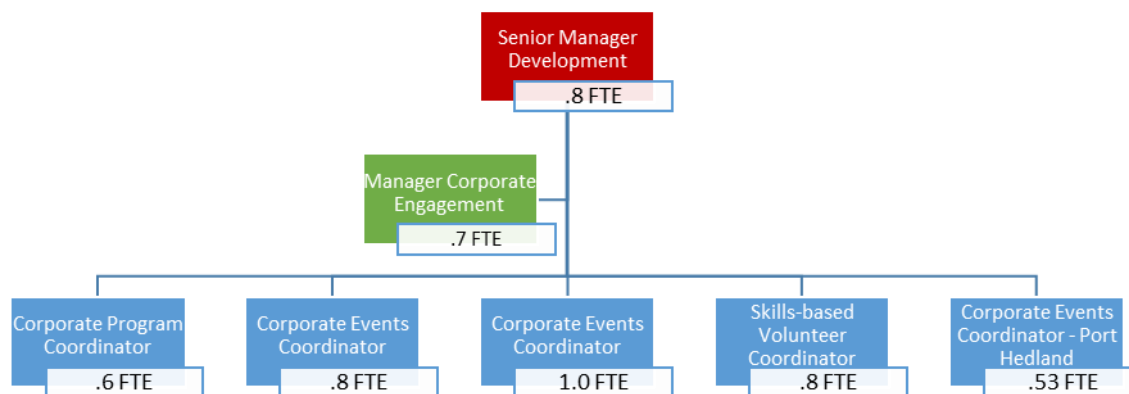
This role is critical to the successful delivery of Volunteering WA's corporate volunteering program, and the Corporate Events Coordinator needs to be able to work independently, effectively and with confidence.

This position requires medium level physical effort including lifting, and flexible work hours with some early starts and/or late finishes. Some intrastate travel will be required.

Key Responsibilities

1. Identify, engage and build productive, sustainable relationships with not for profit organisations interested in engaging corporate volunteers, including giving presentations when required.
2. Coordinate all logistical requirements, and attend and follow-up corporate volunteering days.
3. Assist with the management of employee volunteering services provided to corporate partners, including liaising with volunteer involving organisations and corporate staff, ensuring all proper procedures, practices and protocols are followed.
4. Ensure high levels of participation and satisfaction for community organisations and employees involved in corporate volunteering activities.
5. Promote the corporate volunteering program and work closely with program partners and participants
6. Regular reporting and maintenance of accurate records and contacts.
7. Contribute to the effective delivery of events to meet contractual obligations and achieve strategic objectives and KPIs
8. Deliver corporate volunteering presentations and network, as required.
9. Contribute to operations of Volunteering WA and respond to requests for support when required.
10. Contribute creatively and professionally to the strategic direction of the Volunteering WA Team.

Reporting Structure*



*0.53 FTE represents 20 hours per week

Qualifications, Skills and Experience

Essential

1. Relevant tertiary qualifications (event planning, management, community services) or relevant experience performing similar duties.
2. Previous demonstrated experience in planning and operating key logistical support for events, including site selection, catering arrangements; development of on-site requirements such as event set-up and coordination.
3. Demonstrated ability in project management, multi-tasking and meeting tight deadlines to a high standard with the ability to work independently.
4. Excellent communicator with demonstrated high-level interpersonal, negotiation and presentation skills with the ability to develop and maintain strong industry and stakeholder relationships.
5. Outstanding administration, organisational and time management skills are a must.
6. Excellent interpersonal and communication (written and verbal) skills.
7. Self-motivated with high degree of self-management, creativity and initiative.
8. Sound competency and confidence in use of databases, webpages, social media and other IT resources including Microsoft Office Suite.
9. Driver's Licence with good driving record.

Desirable

1. Knowledge of the not-for-profit sector
2. Current First Aid Certificate

Personal Attributes

All Volunteering WA staff and volunteers are at all times expected to lead by example and demonstrate Volunteering WA's values which are:

- We believe in the power of volunteering.
- We are inclusive, innovative and operate with integrity.

Other personal attributes required to do this job effectively:

- Ability to work independently.
- Willingness to work collaboratively, as part of a team and to share information and expertise.
- Professional, effective and efficient approach.
- Systematic, organised approach and attention to detail.
- Proactive self-starter.
- Strong work ethic and a desire to successfully get the job done.
- Good interpersonal and communication skills.

Please Note: All contracts with Volunteering WA are reviewed regularly and are renewed subject to funding and performance. All Volunteering WA staff are required to have a Police Check. The cost of the Police Check will be met by Volunteering WA.