



Position Title	Conference Event Coordinator (short term contract until end March 2020)
Employment Benefits	Five weeks paid annual leave PBI entitlement (salary sacrifice)
Hours of Work	25hrs per week initially, increasing towards the conference. To be discussed with successful candidate
Reports To	Senior Manager Services
Last Review of Position	May 2019

The National Volunteering Conference is Australia's key volunteering leadership and management event. The event attracts in excess of 500 delegates from around Australia. The Conference Event Coordinator is a key team role responsible for coordinating activities relating to the Conference which will take place in Perth from 18 to 20 March 2020.

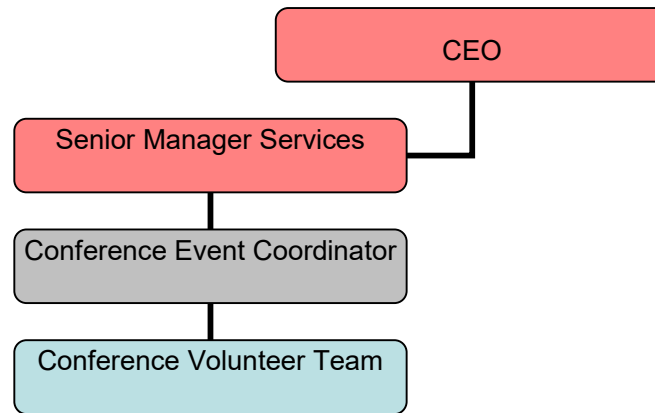
The position assists with the planning and logistics involved in setting up, marketing and running the Conference including liaising with key stakeholders such as speakers, attendees, sponsors, volunteers and venue staff.

The role requires high level initiative, and logistical, organisational, project management, interpersonal and communication skills. This position is critical to the successful delivery of the National Volunteering Conference and the Conference Event Coordinator needs to be able to work independently, effectively and with confidence.

This position may require some metro travel and flexible work hours with some extra days, early starts and/or late finishes to accommodate busy periods, particularly in the lead up to and the days of the event. This position is task focussed and the Conference Event Coordinator must enjoy working quickly, prioritising workload and completing tasks on time.

Key Responsibilities

1. Coordinate all logistical requirements required to run the Conference
2. Work with the venue to ensure everything is in place and ready and that the event runs smoothly and to plan
3. Liaise with exhibitors, sponsors, funders and other key stakeholders as directed to ensure their needs are met
4. Organise the Conference Dinner and Welcome Reception events
5. Coordinate and drive promotion and marketing of the conference
6. Ensure high levels of participation and satisfaction in attendees, speakers, funders and sponsors
7. Produce and maintain conference documentation, as required
8. Regular event reporting and maintenance of accurate records and contacts
9. Handle all event registrations using the event software
10. Be the main point of contact for conference related enquiries and work with admin volunteers to assist you in your role
11. Survey key stakeholders and produce a final report
12. Assist in the development of conference materials and reports, as required
13. Contribute to day-to-day operations of Volunteering WA and respond to requests for support when required
14. Contribute creatively and professionally to the strategic direction of the Volunteering WA Team



Qualifications, Skills and Experience

Essential

1. Relevant tertiary qualifications (event planning, management, marketing) 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; coordination and management of the production of printed materials
3. Demonstrated ability in project management, multi-tasking and meeting deadlines with the ability to work independently and proactively on own initiative or as part of a small team
4. Excellent communicator with demonstrated high-level, interpersonal, negotiation and presentation skills with the ability to develop and maintain strong stakeholder relationships
5. Outstanding organisational and time management skills are a must
6. Strong administration skills including attention to detail
7. Evidenced marketing skills, particularly in social media
8. Excellent interpersonal and communication (written and verbal) skills
9. Self-motivated with high degree of self-management, creativity and initiative
10. Sound competency and confidence in use of event management software, webpages, social media and other IT resources including Microsoft Office Suite
11. Proven success in achieving targets on time, under pressure and to a high standard
12. Ability to work in a changing, complex and demanding environment
13. Driver's Licence with good driving record

Desirable

1. Knowledge of the volunteering, not-for-profit and corporate sectors
2. Current First Aid Certificate
3. Customer Service Experience

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.