



Position Title	Corporate Events Coordinator
Employment Benefits	Five weeks paid annual leave PBI entitlement (salary sacrifice)
Hours of Work	37.5 hours per week (full-time)
Reports To	Manager Corporate Engagement Senior Manager Development (when Manager Corporate Engagement is on leave)
Last Review of Position	18 September 2020

The Corporate Events Coordinator role is a key member of the team responsible for coordinating corporate volunteering team events.

This role will take charge in the planning, management and execution of corporate volunteering events including all event logistics and reporting. This role will also work closely with VWA's community member organisations 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.

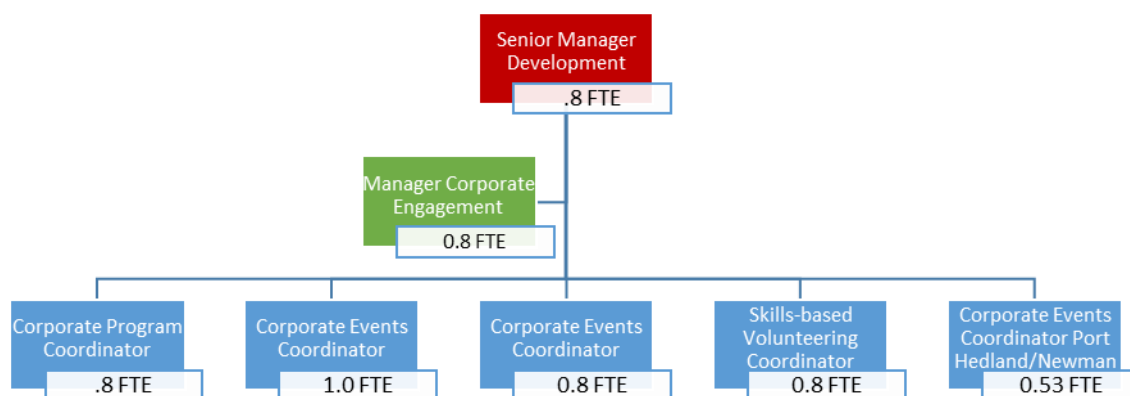
This role is critical to the successful delivery of Volunteering WA's corporate volunteering program and the Corporate Events Coordinator needs to be able to work independently, effectively and with confidence.

This position requires regular metro travel, medium level physical effort including lifting, and flexible work hours with some early starts and/or late finishes. This position is people focussed and the Corporate Events Coordinator must enjoy working and interacting with all manner of people.

Key Responsibilities

1. Report to the Manager Corporate Engagement and work closely with the Corporate Team to meet contractual obligations
2. Identify, engage and build productive, sustainable relationships with member not for profit organisations interested in engaging corporate volunteers, including giving presentations when required.
3. Coordinate all logistical requirements and attend and follow-up corporate volunteering days.
4. Assist with the management of all employee volunteering services provided to corporate and government partners, including liaising with volunteer involving organisations and corporate and government staff, ensuring all proper procedures, practices and protocols are followed.
5. Coordinate and drive corporate volunteering event activities
6. Ensure high levels of participation and satisfaction in corporate volunteering activities
7. Promote the corporate volunteering program and work closely with program partners and participants
8. Regular event reporting and maintenance of accurate records and contacts
9. Maintain database of relevant contacts and volunteering activities throughout the year
10. Contribute to the effective delivery of events to meet contractual obligations and achieve strategic objectives and KPI's
11. Deliver corporate volunteering presentations and network, as required
12. Assist in the development of corporate volunteering resources and prepare proposals 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.

Reporting Structure



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; 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 industry and stakeholder relationships
5. Outstanding organisational and time management skills are a must
6. Strong administration skills including attention to detail
7. Excellent interpersonal and communication (written and verbal) skills
8. Self-motivated with high degree of self-management, creativity and initiative.
9. Sound competency and confidence in use and management of databases, webpages, social media and other IT resources including Microsoft Office Suite.
10. Proven success in achieving targets on time, under pressure and to a high standard
11. Ability to work in a changing, complex and demanding environment.
12. Driver's Licence with good driving record.

Desirable

1. Knowledge of the volunteering, not-for-profit and corporate sectors
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.