

Job Description

Position Title	Corporate Events Coordinator
Employment Benefits	Level 4 (SCHADS Award) Base Salary 11.5% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits Flexible working arrangements
Hours of Work	37.5 hours per week (Full time)
Contract Period	Permanent
Responsible to	Manager Corporate Volunteering

Volunteering WA

As the peak organisation for volunteering in WA, we are the leading voice for volunteers and Volunteer Involving Organisations (VIOs), working to strengthen the sector and promote the benefits of volunteering. Volunteering WA's mission is *'to empower people and communities to enrich Western Australia'*, and our vision is *'A society where everyone is inspired to make a difference'*.

The Position

This role is responsible for coordinating corporate volunteering team-based events. This role includes 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 people-focused 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.

Responsibilities

Event Coordination

- Coordinate and drive corporate volunteering event activities including all logistical requirements and attend and follow-up corporate volunteering days
 - a. Ensure all necessary equipment is taken to the corporate volunteering event.
 - b. Deliver pre- and post-volunteering briefing to corporate team.
 - c. Ensuring proper procedures and protocols are followed, such as hazard avoidance and safe volunteering practice.
 - d. Work with volunteer-involving organisation on the day to coordinate logistical requirements, including assigning tasks and checking on progress throughout the day.
 - e. Ensure catering and refreshments are made available and served efficiently during the day.
 - f. Take photos throughout the event.
 - g. Collect feedback from volunteers for continuous improvement and reporting purposes.

- Ensure high levels of participation and satisfaction in corporate volunteering activities
- Deliver highly quality volunteering events to meet contractual obligations, objectives and KPIs

Administration and Reporting

- Report to the Manager Corporate Volunteering and work closely with the Corporate Team to meet contractual obligations for our corporate partners
- Regular event reporting and maintenance of accurate records of contacts and volunteering activities
- Contribute to day-to-day operations of VWA and undertake other relevant responsibilities as required.

Stakeholder Engagement

- Identify, engage and build productive, sustainable relationships with member not for profit organisations interested in engaging corporate volunteers, including giving presentations when required
- Promote and contribute to activities, events and services of Volunteering WA.

Communication

- Deliver corporate volunteering presentations and network, as required
- Assist in the development of corporate volunteering resources and prepare proposals and reports

Selection Criteria

Essential	<ul style="list-style-type: none"> • Relevant tertiary or TAFE qualifications (event management, project management, community development) and minimum 2 years' experience performing similar duties. • 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. • 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 • Excellent communicator with demonstrated high-level, interpersonal, negotiation and presentation skills with the ability to develop and maintain strong industry and stakeholder relationships. • Self-motivated with high degree of self-management, creativity and initiative. • Competence in using Microsoft Office suite, MS Teams, and a range of databases, webpages, social media and other IT resources • Excellent planning and organisational skills with demonstrated ability to deliver on agreed goals. • Ability to work both independently and collaboratively as part of a team. • Demonstrated excellent written and verbal communication skills. Must be comfortable presenting to teams of up to 30 people.
Desirable	<ul style="list-style-type: none"> • Experience working in and/or knowledge of the not-for-profit sector, including small to medium-sized volunteer organisations.

Special Requirements	<ul style="list-style-type: none"> • Willing to travel regularly within the Perth Metro area. • A current First Aid Certificate. • A current and valid WA driver's licence. • Medium level of physical fitness. • Available for flexible work hours with some early starts and / or late finishes.
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Key relationships	Reporting structure
<ul style="list-style-type: none"> • Volunteering WA staff, members and potential members • Volunteer Involving Organisations (VIOs), volunteer resource centres and volunteers. • Relevant state and national peak bodies and organisations • Volunteering WA project partners and service providers/suppliers • Key suppliers and event stakeholders • Volunteering WA sponsors and funding bodies 	<pre> graph TD CEO[CEO] --> DeputyCEO[Deputy CEO] DeputyCEO --> Manager[Manager Corporate Volunteering] Manager --> Corporate[Corporate Events Coordinators] Manager --> Regional[Regional Community Engagement Coordinator] Regional --> Events[Regional Community Events Officers] </pre>