

<b>Position Title</b>	Corporate Events Coordinator
<b>Employment Benefits</b>	10% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
<b>Hours of Work</b>	37.5 hours per week (Full Time)
<b>Responsible to</b>	Corporate Volunteering Manager

**About us:**

Volunteering WA’s mission is ‘to lead, advance and celebrate volunteering in WA’, and our vision is ‘for every Western Australian to enjoy (valued) volunteering experiences that enrich our state’. As the peak organisation for volunteering in WA, we are the leading voice for volunteers and volunteer-involving organisations, working to strengthen the sector and promote the benefits of volunteering. Volunteering WA supports volunteering across all areas, providing resources for community organisations across the state, whether they work in sport and recreation, the environment, emergency services, aged care, health and disability services, and many other areas.

**The position:**

The Corporate Events Coordinator role is a key member of the corporate team 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.

This position requires regular metro travel, medium level physical effort including lifting, and flexible work hours with some early starts and/or late finishes.

**Main duties and responsibilities:**

**Event Coordination**

- Coordinate and drive corporate volunteering event activities including all logistical requirements and attend and follow-up corporate volunteering days.
- 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 Engagement 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 Volunteering WA operations and respond to requests for support as required.

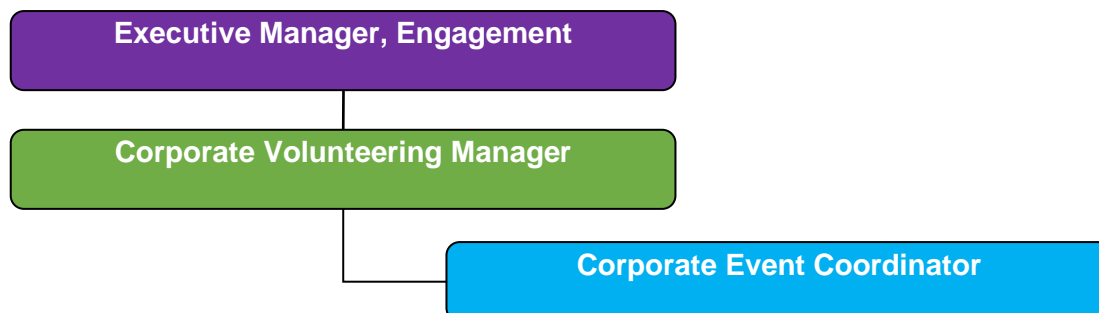
**Stakeholder Engagement**

- Identify, engage and build productive, sustainable relationships with member not for profit organisations interested in engaging corporate volunteers, including giving presentations when required.
- Contribute creatively and professionally to the strategic direction of the Volunteering WA Team.

**Communication**

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

## Reporting Structure:



## Qualifications, Skills & Experience:

<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications (event planning, management, community services) or relevant experience performing similar duties.</li> <li>• 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.</li> <li>• 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</li> <li>• Excellent communicator with demonstrated high-level, interpersonal, negotiation and presentation skills with the ability to develop and maintain strong industry and stakeholder relationships.</li> <li>• Outstanding organisational and time management skills are a must.</li> <li>• Strong administration skills including attention to detail.</li> <li>• Excellent interpersonal and communication (written and verbal) skills. Must be comfortable/ willing to talk in front of teams of 5-30 people.</li> <li>• Self-motivated with high degree of self-management, creativity and initiative.</li> <li>• Sound competency and confidence in use and management of databases, webpages, social media and other IT resources including Microsoft Office Suite.</li> <li>• Proven success in achieving targets on time, under pressure and to a high standard</li> <li>• Ability to work in a changing, complex and demanding environment.</li> <li>• Driver’s License with good driving record.</li> </ul>
<b>DESIRABLE</b>	<ul style="list-style-type: none"> <li>• Current First Aid Certificate</li> <li>• Knowledge of or Experience working in the not-for-profit sector</li> </ul>
<b>Other Personal Attributes</b>	<p>Other personal attributes required to do this job effectively:</p> <ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Willingness to work collaboratively, as part of a team and to share information and expertise</li> <li>• Professional, effective and efficient approach</li> <li>• Systematic, organised approach and attention to detail</li> <li>• Proactive self-starter</li> <li>• Strong work ethic and a desire to successfully get the job done</li> <li>• Good interpersonal and communication skills</li> </ul>

## Key Relationships

- All Volunteering WA staff and board members
- All Volunteering WA members and potential members
- All volunteer involving organisations, volunteer resource centres and volunteers
- Relevant state and national peak bodies and organisations
- All local, State and Federal Government agencies and officers
- Volunteering WA project partners and service providers/suppliers
- All existing and potential businesses (small, medium and large) and their employees
- All Businesses associations and professional bodies
- Key suppliers and event stakeholders
- Volunteering WA sponsors and funding bodies

## Please Note:

- All contracts with Volunteering WA are reviewed regularly subject to funding and performance.
- All staff are required to have a Police Check. The cost of the Police Check will be met by Volunteering WA.
- A current WA Driver's licence is essential