

Job description

Position Title	Corporate Events Coordinator
Employment Benefits	10.5% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
Hours of Work	37.5 hours per week (full- time)
Responsible to	Corporate Volunteering Manager

Volunteering WA

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'*. 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.

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.

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 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 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
- As required contribute creatively and professionally to the strategic direction of the VWA Team

Communication

- Deliver corporate volunteering presentations and network, as required
 - Assist in the development of corporate volunteering resources and prepare proposals and reports
- Key Performance Measures for this position will be determined annually in accordance with the organisation's Operational Plans

Selection criteria

ESSENTIAL	<ul style="list-style-type: none"> • Relevant tertiary qualifications (event planning, management, community services) or relevant experience performing similar duties. • 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. • 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. • Outstanding organisational and time management skills are a must. • Strong administration skills including attention to detail. • Excellent interpersonal and communication (written and verbal) skills. Must be comfortable/ willing to talk in front of teams of 5-30 people. • Self-motivated with high degree of self-management, creativity and initiative. • Sound competency and confidence in use and management of databases, webpages, social media and other IT resources including Microsoft Office Suite. • Proven success in achieving targets on time, under pressure and to a high standard • Ability to work in a changing, complex and demanding environment. • Driver's License with good driving record.
DESIRABLE	<ul style="list-style-type: none"> • Current First Aid Certificate • Knowledge of or Experience working in the not-for-profit sector

Key relationships	Reporting structure
<ul style="list-style-type: none"> • Volunteering WA staff, board members, members and potential members • Volunteer involving organisations, volunteer resource centres and volunteers. • Relevant state and national peak bodies and organisations • Volunteering WA project partners and service providers/suppliers • All existing and potential businesses (small, medium and large) and their employees • Key suppliers and event stakeholders • Volunteering WA sponsors and funding bodies 	 <pre> graph TD CEO[CEO] --- EM[Executive Manager Engagement] EM --- CVM[Corporate Volunteering Manager] CVM --- CEC[Corporate Events Coordinator] </pre>

Please note

- All contracts with Volunteering WA are reviewed regularly subject to funding and performance.
- All staff are required to have a pre-employment check including a Police Clearance. The cost of the Police Clearance will be met by Volunteering WA.
- All offers of employment at Volunteering WA are subject to a four-month probationary period.