



**POSITION DESCRIPTION**

<b>Position:</b>	Education & Events Coordinator	<b>Reports to:</b>	Advocacy Operations Manager
<b>Award:</b>	SCHADS	<b>Classification:</b>	Level 2
<b>Status:</b>	Part-time (0.5 FTE)	<b>Location:</b>	16 Hutt Street, Adelaide

**Purpose of Role**

The purpose of this role is to provide ARAS with a highly functional and responsive Education and Events program.

ARAS operates in a dynamic, rapidly changing environment which requires flexibility, adaptability, initiative as well as excellent organisation and problem-solving skills.

The Education & Events Coordinator works with the ARAS team, as well as a broad range of stakeholders including Board members, Government representatives and departments, other Advocacy services, service providers, and state and national organisations to ensure high quality Education sessions are delivered and perfectly executed events are staged.

<b>Key Responsibilities</b>	<b>Key Performance Indicators</b>
1. Education Sessions Operational & Administrative Support	1.1 Prepare an annual plan for Education sessions in consultation with the Advocacy Operations Manager. 1.2 Prepare a proposed budget for Education sessions in consultation with the Finance Manager and Advocacy Operations Manager. 1.3 Book Education sessions up to 6 months in advance ensuring KPIs for each reporting period will be met. 1.4 Document bookings and display on a bookings chart to assist with allocation of resources. 1.5 Ensure leave and other absences are taken into account when planning Education sessions to ensure KPIs are met. 1.6 Consider the Extreme Weather policy when making bookings between January & March. 1.7 In consultation with the Advocacy Operations Manager, allocate sessions to Advocates to ensure even distribution of work in all program areas.
2. Education Sessions support materials	2.1 Ensure Education session support materials are in adequate supply and prepared and packed in advance for Advocates to take on each trip. 2.2 With the Advocacy Operations Manager, review Education session documentation ensuring compliance with current legislation. 2.3 Conduct random spot audits on Education sessions being delivered and conduct an annual review of all Education materials preparing a report on their relevance to the Advocacy Operations Manager.
3. Event management	3.1 Manage ARAS external calendar of events and internal Team Group

	<p>Calendar.</p> <p>3.2 Support the planning and execution of functions and events.</p> <p>3.3 Understand the requirements for each event.</p> <p>3.4 Plan events with attention to financial and time constraints.</p> <p>3.5 Book venues and schedule speakers.</p> <p>3.6 Research vendors (catering, decorators, musicians etc.) and choose the best combination of quality and cost, and negotiate with vendors to achieve the most favorable terms.</p> <p>3.7 Manage all event operations (preparing venue, invitations etc.).</p> <p>3.8 Do final checks at the day of the event (e.g. tables, technology) to ensure everything meets standards, overseeing event happenings and act quickly to resolve problems.</p> <p>3.9 Evaluate event success and submit reports to Senior Management.</p>
4. Continuous Quality Improvement	<p>4.1 Participate in organisational communication and development systems e.g. staff meetings, planning/review days, and QA programs.</p> <p>4.2 Adopt quality improvement principles to ensure improvement in practices and effective use of resources in order to improve performance of consumer services.</p> <p>4.3 Work with other team members to improve service outcomes for consumers and employees by effective complaint management, stakeholder feedback and responses to service audit processes.</p> <p>4.4 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation.</p>
5. Personal & Professional Development	<p>5.1 Ensure the successful completion of individual training and development activities to update knowledge and skills relating to legislative, policy, and system, procedure, product and service requirements inherent in the current duties.</p> <p>5.2 Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.</p>
6. Know and apply ARAS policies and procedures	<p>6.1 Demonstrated alignment to the ARAS mission and values, including the strategic plan.</p> <p>6.2 Model and foster behaviours aligned with the ARAS Code of Conduct.</p> <p>6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.</p> <p>6.4 Management of risk and ensure compliance with WHS to the highest standards.</p>

#### Qualifications/Skills

- A degree in marketing, communication, business or similar is required.
- 5 years + experience in event-based, peer-to-peer and/or community fundraising coordinator role.
- A minimum 5 years experience in working on events preferably obtained in community sector.
- Demonstrated ability to liaise with a wide range of internal and external stakeholders.
- Experience with customer relationship management systems.
- Experience in project management and/or account management.
- Previous experience or understanding of the not-for-profit sector.

#### Knowledge and experience

- Ability to network and develop effective relationships.
- A strong team player within a diverse environment with the ability to work to deadlines in a

busy environment with multiple tasks and changing priorities.

- Ability work collaboratively as part of a team and add value in decision making beyond area of accountability.
- Excellent attention to detail.
- Ability to analyse problems and deliver solutions.
- Excellent time management and personal organisational skills.
- Demonstrable strong proficiency in the broad range of Microsoft Office products, particularly PowerPoint, Word and Excel, and experience in database development and management.
- Excellent oral and written interpersonal skills and demonstrated ability to interact with a diverse range of people.
- Demonstrated understanding of and competence in managing the IT requirements for events and functions.
- Demonstrated initiative, flexibility and self-management skills.
- High level organisational skills and the ability to multi-task and work under pressure to meet deadlines.
- Sound analytical skills and an ability to work with discretion.

**Specific employment requirements**

- Satisfactory National Police Clearance required (must be less than 12 months old at time of joining).
- Work outside of normal office hours may be required from time to time.
- Current driving licence and willingness to drive for work purposes.
- Travel may be required within South Australia and interstate.

**MONITORING, EVALUATION AND REVIEW**

<b>Status:</b>	APPROVED	<b>Control:</b>	Human Resources
<b>Approved by:</b>	CEO	<b>Version:</b>	1.0
<b>Effective Date:</b>	June 2018	<b>Review Date:</b>	July 2019

***Acknowledgement***

*I, ..... acknowledge that I have read and understood the key position duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.*

**Employee**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

***Human Resources Manager***

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_