
ENGAGEMENT AND EVENTS COORDINATOR

DECEMBER 2023



POSITION SUMMARY

Location:	Hybrid – Parkville and WFH		
Functional area:	Strategy, Policy, and Communications		
Classification/ Salary:	\$70,000 - \$80,000 commensurate with skills and experience + 11% super + access to \$15,900 NFP salary packaging		
Job level:	Level 3		
Reports to:	Chief, Strategy, Policy, and Communications		
Employment type:	Part time (0.8EFT)		
Employment length:	12 month contract		
Direct reports	0	Indirect reports	No

POSITION PURPOSE STATEMENT

The Engagement and Events Coordinator will work with internal and external stakeholders to plan, facilitate, and implement the Orygen Exchange Program (for supporting global visitors) and support the calendar of key events (primarily externally focussed).

The role works closely with colleagues and relevant business areas at Orygen to ensure that Orygen Exchange and the organisation of key events are completed in a coordinated, effective, and efficient way and of the highest standard.

About Strategy, Policy, and Communications

The Engagement and Events Coordinator is a key member of the Strategy, Policy, and Communications division. Strategy, Policy, and Communications includes a wide range of activities including Orygen's Policy Institute, government relations, strategic activities, partnership and key stakeholder engagement, externally focussed activities, the Orygen Exchange, communications and marketing, and works collaboratively across the whole organisation.

POSITION FOCUS

	Key responsibility area	Percentage
1	Events management	35%
2	Deliver the Orygen Exchange Program	35%
3	Partnership and stakeholder engagement	20%
4	Logistics, administration, and record keeping	10%

POSITION KEY RESPONSIBILITY AREAS

<p>1. Events management</p> <ul style="list-style-type: none"> Plan and successfully deliver key outward facing events and visits from key national and international stakeholders, including coordination of logistical requirements such as event briefings and venue management. Partner with suppliers and contractors and be accountable for the successful delivery of events in relation to standards, budgetary outcomes, stakeholder expectations and client needs. Establish and maintain an annual event calendar, liaising with internal stakeholders. Evaluate events and engagement and identify opportunities for continuous improvement and work collaboratively to increase the effectiveness of the Orygen Exchange Program and coordination of events and visits. <p>2. Deliver the Orygen Exchange Program</p> <ul style="list-style-type: none"> The Engagement and Events Coordinator is responsible for the planning, organisation, management, and evaluation of a variety of engagement activities and events including the Orygen Exchange Program. This will include supporting the Chief of Strategy, Policy, and Communications in establishing and maintaining systems and processes that maximise team effectiveness and facilitate the implementation of event and Orygen Exchange (Visitors program) strategies. <p>3. Partnership and stakeholder engagement</p> <ul style="list-style-type: none"> Foster engagement with the thought leaders, sector leads and key stakeholders through the planning and delivery of a comprehensive engagement and events strategy and relevant systems, processes, and tools. Effectively manage internal and external stakeholders through persuasion, negotiation and influence and partner with key external stakeholders as required. Provide guidance across the organisation to ensure delivery of effective, high-quality events and stakeholder visits. <p>4. Logistics, administration and record keeping</p> <ul style="list-style-type: none"> Operate with autonomy and accountability in delivering on strategic directions. <p>5. Other</p> <ul style="list-style-type: none"> Ensure expenditure on services is within budget guidelines. Maintain a safe environment and ensure staff and visitors to Orygen managed sites do not take unnecessary risk and meet all legislative and child safety requirements.

- Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
- Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse, and inclusive.

EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Tertiary qualification or equivalent experience in fields related to public relations, event management or similar.
Desirable	<ul style="list-style-type: none"> • Bachelor's Degree qualification in a related field. • Demonstrated experience in events and public relations in the Australian context.

EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • Five or more years or experience in a similar role. • Demonstrated experience and success in delivering high quality events including conferences with a stakeholder focus, most likely in a membership organisation, association, government, not-for-profit or social enterprise context. • Experience in working with high profile individuals. • Demonstrated ability to multitask, manage and prioritise various activities simultaneously. • Experience managing the procurement of services and materials to support events. • A high level of organisational and administrative skills including the ability to prioritise workload, formulate, develop, and implement change, and develop and present communications and justifications. • Experience working with online ticketing and registration and nominations systems, databases, and content management systems. • Experience working in a large, complex work environment and in a training, education or health setting is an advantage. • Excellent interpersonal and communication skills, both written and verbal. • An understanding of management of running Hybrid events. • A hands-on approach and willingness to undertake all tasks required to get the job done. • An ability to work within small budgets when required. • Demonstrated experience in cultivating relationships and working with partners to create mutual value.
Personal attributes	<ul style="list-style-type: none"> • Builds constructive relationships internally and externally. • A highly collaborative working style, able to work cross-functionally. • Very high level of attention to detail. • The ability and drive to take initiative, think creatively and adapt to change. • Highly organised, demonstrates initiative and is outcome focused. • Flexible and adaptable to changing work requirements. • Highly collaborative, will contribute to positive team and organisational culture. • Positive attitude to working in a small team as part of a larger organisation.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Chief, Strategy, Policy, and Communications • Director, Policy, and Government Relations • Director, Communications and Marketing • Engagement and Events Support Officer • Thought Leaders
External	<ul style="list-style-type: none"> • Venues, caterers, audio visual and ticketing services, and other events related suppliers. • Production service providers • VIPs • Thought Leaders • Partners • Guests • Visitors • Donors

SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> • Unrestricted right to live and work in Australia. • A current National Police Check will be required. • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. • You may be required to work outside of normal business hours. • You may be required to work outside of Victoria. • You may be required to remotely support activities globally. • You may be required to work across more than one of Orygen's sites. • Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement. • <u>A current Victorian driver's license.</u> • In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.

SAFETY, HEALTH, AND WELLBEING RESPONSIBILITIES

<p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none"> • Promote and demonstrate Orygen's high standards in relation to health, safety, and wellbeing, championing a culture of safety in the workplace. • Take responsibility for their own safety, health, and wellbeing and for their colleagues and others they work alongside, as far as they are able. • Follow policies, training and guidelines related to Workplace health, safety, and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events. • Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.
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ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	
Signature	
Date	