



Edmund Rice Community Services Position Description

Title: Events Specialist
Reports to: Chief Marketing & Revenue Officer
Based at: Brisbane
Employment: Part Time (16 hours per week), Fixed Term (8 months)
Award: Award Free

Position Purpose:

The Events Specialist will be responsible for the implementation, organisation and delivery of our inaugural Giving Circle event in Brisbane.

Key Accountabilities and Responsibilities:

Mission & Identity	<ul style="list-style-type: none"> • Demonstrate and encourage a connection to the ERCS Values, Vision & Mission and use this as a core basis for all work practices • Promote an understanding of the story, vision and values of Blessed Edmund Rice • Foster and develop an organisational culture internally and within ERCS programs which reaches out to people facing adversity, respects human dignity and provides equality of opportunity, reflecting cultural and ethnic diversity
Safeguarding of Children and Vulnerable Adults	<ul style="list-style-type: none"> • At all times act within the organisation’s Safeguarding policies, code of conduct and procedures. • Commit to fostering a safe culture for all, to a zero-tolerance approach to any abuse and commit to act on any safeguarding related concerns. • Ensure all relevant legislative and regulatory requirements are met including undertaking screening for suitability to work with children, youth and vulnerable people. • If working with children, demonstrate an understanding of children’s development needs and culturally safe practices. • Follow procedures in relation to identifying and reporting all forms of abuse including children, young people and adults. • Participate in ongoing Safeguarding training and supervision. • All children, young people and adults will be supported to express their own culture.
Team Engagement	<ul style="list-style-type: none"> • Build cohesion within your team • Attend and actively participate in team meetings
Event Management	<ul style="list-style-type: none"> • End to end delivery of the new Donor Circle events • Logistics of all event operations. e.g. venue quotes, AV, ticketing, invitations, event website, speakers, food & beverage, budget management and managing all event communications • Engaging with the local team and volunteers • Being the contact point for all event operations • Taking direction from the Marketing & Revenue team in consultation with the local Community of Practice

	<ul style="list-style-type: none"> Engaging with volunteer committee members to ensure they have the tools they need to secure attendees Coordinating all event resources with the Marketing & Revenue team Sourcing quotes and managing supplier relationships
Work, Health and Safety Compliance	<ul style="list-style-type: none"> Proactively ensure all appropriate actions are taken to implement work, health and safety policies, procedures training and legislative requirements Actively participate in training and report hazards Monitor conduct of all staff and volunteers to ensure any breaches of policy are managed appropriately Ensure all policies and procedures are adhered to by self and others and report any breaches of policy to the appropriate authority
Professional Development	<ul style="list-style-type: none"> Participating in professional development opportunities Actively participate in formation programs
Other Duties	<ul style="list-style-type: none"> Other tasks as directed by the Chief Marketing & Revenue Officer

Essential Selection Criteria

- Proven end-to- end experience in event coordination
- Minimum 3 years experience in a similar role
- Previous experience in organising NFP events would be highly desirable
- National Police Clearance and Working with Children Check/Blue Card
- High attention to detail
- Exceptionally well organised and finely tuned stakeholder engagement skills
- Experience in engaging with volunteers

Authority Limits:

All actions undertaken and expenses incurred must follow and be in accordance with the Employer’s policies and procedural requirements. ERCS has a Delegations Policy

The Employer reserves the right to vary this position description in response to its changing needs.

Statement by the Employer:

The information detailed above is an accurate statement of the responsibilities/accountabilities of this position.

Signature:

Name:

Date.....

Agreed by the Employee:

The below signed acknowledges that the Employee has read the above position description and understands and accepts the responsibilities/accountabilities of this position.

Signature:

Name:

Date:.....

ERCS is a child safe organisation, committed to the protection of children and adults-at-risk. ERCS is committed to a safe culture for all and has zero tolerance of any abuse, discrimination including racism and a zero tolerance of inaction in regard to concerns of this nature.

All staff must be compliant with the ERCS COVID Vaccination Policy and booster doses