



# BUSH HERITAGE

## AUSTRALIA

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Events Coordinator
<b>ROLE GRADE:</b>	Grade 7
<b>REMUNERATION:</b>	\$72-88K package including 9.5% superannuation commensurate with qualifications and experience
<b>COST CENTRE:</b>	Fundraising and Engagement
<b>LOCATION:</b>	Melbourne preferred / Other locations in Victoria may be negotiable
<b>DATE REVIEWED:</b>	March 2021
<b>POSITION BASIS:</b>	Full time 1.0 FTE 3 years fixed term

### Introduction

Bush Heritage Australia is a national non-profit organisation that buys and manages land to protect our irreplaceable landscapes and our magnificent native species forever.

We buy land that has outstanding conservation values and reconnect fragmented landscapes to protect habitat for wildlife. Bush Heritage works across 19 priority landscapes and owns 36 reserves. In addition, we partner with Aboriginal people and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 11.3 million hectares, protecting more than 6700 native species and at least 226 endangered species.

Established in 1991, Bush Heritage has around 35,000 supporters Australia-wide and an annual operating budget of over \$20 million. We are primarily funded by donations from individuals and philanthropic sources.

Our culture is characterised by a collaborative and supportive approach, with a strong commitment to safety and professional development.

Bush Heritage Australia acknowledges the Aboriginal traditional owners of country

Our values are:

**Conservation:** Protected, connected landscapes and waterways for plants, animals, and people

**Culture:** A shared journey of respect for diversity, each other, and acknowledgement of Traditional Owners' enduring relationship to this land and waters

**Collaboration:** We collaborate with Traditional Owners, other landowners, scientists, government, organisations, and communities for the greatest impact

**Community:** Together we are an active and dedicated mosaic of staff, volunteers, partners, and supporters all working for a common goal

**Safety:** Healthy people, healthy country

The organisation has eight teams – West Region; North Region; South East Region; Aboriginal Engagement; Strategy, Innovation & Business Development; Science & Conservation; Fundraising & Engagement; and Corporate Services.

## **CEO and the Board**

Heather Campbell is Bush Heritage's Chief Executive. The Board Chair is Sue O'Connor, and Directors include leading Australians from business and commerce, government, conservation, and science. Bush Heritage demonstrates a strong commitment to Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

## **Direction and Guidance for this Position**

Reporting to the Visitor & Events Manager the Events Coordinator is accountable for fulfilling the key responsibilities and duties associated with this position.

As a self-starter, it is expected that the incumbent will have strong project management skills, take initiative to engage with internal and external stakeholders. It is expected they can identify areas of improvement and develop new solutions. The incumbent will collaborate with employees across Australia.

## **Position Summary (Background)**

This position coordinates and manages the Events Program, which plays a key role in engaging and inspiring supporters of Bush Heritage Australia. The Events Coordinator also works closely with the Visitation Program Team and provides administration support in delivering our reserve-based visitor program. This is an exciting role with opportunity to explore new ways in which we engage with people.

## **Key Responsibilities and Duties**

The primary responsibilities associated with the role include:

1. Coordinating and managing the Events Program including donor functions in city or regional centres, key virtual activities such as webinars engaging guest speakers.
2. Develop good working relationships with guest speakers, venue personnel and service providers.
3. Work with Bush Heritage staff to develop new events and establish a schedule of activities.
4. Managing Bookings and assisting with logistics and programming for the [Round House](#) engagement property in Victoria.
5. Key role in developing and managing systems and processes to support the Visitation and Events Programs activities.
6. Key support role in managing the annual signature event for both Bush Heritage Australia and Trust for Nature – Women in Conservation breakfast.
7. Responsible for managing bookings, payments, advertising, developing content materials, activity information packs and any supporting documentation for trip or visitor engagement, Supports the Program Manager and Visitation Officers with relevant administration and sourcing resources and equipment.

## **Qualifications, Skills and Selection Criteria (used to assess your application)**

### **Essential**

1. Relevant tertiary qualifications and or minimum 5 years of demonstrated experience in Event Management.
2. Demonstrated experience in working effectively and productively in a team environment, and leading events and managing bookings, payments, and advertising.
3. Experience with organising and coordinating digital events using platforms such as Zoom and Teams.
4. Excellent written and verbal communication skills and the ability to communicate effectively with contractors, partners and internal and external stakeholders.
5. Commitment and passion for creativity.
6. Excellent project management and organization skills and attention to detail for the execution of events.
7. The ability to understand what key stakeholders want from the event and effectively deliver within the parameters of the event brief.
8. The ability to multitask, make quick considered decisions and remain calm under pressure.

### **Desirable**

9. Relevant tertiary qualifications in Marketing.
10. Commitment and passion for nature conservation.
11. Working in the not-for-profit sector.
12. Able to travel from time to time to support events.

## Key Outcomes for the Role

1. Highly successful supporter and donor engagement through the Events Program.
2. Increased capacity to support the organization in reaching its goals through establishing sustainable, safe and effective engagement on and off reserve.

## Policies and Workplace Practices

Bush Heritage people and managers are responsible for and commit to:

- Using and ensuring adherence to Bush Heritage's values, policies and workplace practices;
- Ensuring Health, Safety and Environment compliance, acting and encouraging others to act in a healthy and safe manner; and
- Maintaining a team-oriented environment, managing and developing staff, and valuing diversity.

## Position Relationships

<b>Position title of supervisor</b>	Visitor & Events Manager
<b>Position titles which also report to supervisor</b>	Casual events support Volunteers
<b>Titles of positions that report to this position</b>	nil
<b>Key internal relationships</b>	Gifts in Wills team Major Gifts team Communications and Media team Staff involved in events
<b>Key external relationships</b>	Trust for Nature Suppliers and vendors Guest presenters