





Events Coordinator

EMPLOYMENT STATUSES			
Status	Part Time	Award	ACCHO
Hours per week	0.6 – 0.8 FTE	Classification	BDAC Grade 8
Length of Term	Ongoing	Salary	As per award
Reports to	Marketing and Communications Manager	Additional Benefits	Access to Salary Packaging
Secondary Report	Executive Director of Corporate Services	PD Review Date	12 months (07.05.2022)

ORGANISATIONAL CONTEXT	
	<p>Bendigo and District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).</p> <p>BDAC was founded in 2001 to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.</p>
	

LOCAL WORK ENVIRONMENT
<p>BDAC provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate Services.</p>

POSITION OBJECTIVE
<p>The Events Coordinator develop and implement the BDAC events program. They will be responsible for coordinating with internal and external clients to ideate, plan, organise, promote and deliver strong, effective, and engaging events for BDAC stakeholders and community.</p> <p>BDAC's event program is a key element in developing our profile and stakeholder engagement within our area. This will encompass internal and external events delivered digital, in-person, and through co-partnering in larger sectoral events.</p> <p>This role will engage with a broad range of stakeholders to promote our programs and the positive influence they have on the local community.</p>



BDAC'S VISION AND CORE VALUES

"Empowered generations belonging to strong families, culture and community"

<u>LEAD</u>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<u>RESPECT</u>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities	<p>This role is responsible for managing and expanding BDAC's events program strategy and related engagement activities, to positively promote BDAC's brand, services, programs, events and achievements. These include:</p> <p>Events</p> <ul style="list-style-type: none"> • Plan, implement and follow-up for all events including logistics, technical requirements, publicity, invitations and registrations, distribution of briefings and communications materials, and post-event reporting, analysis and recommendations. • Create and manage contacts lists for journalists, stakeholders, event attendees. • Develop strong networks and connections with local and regional media and promoters • Developing and implementing communications campaigns to promote BDAC events to key audiences • Supporting the Marketing Manager as required to write, submit and follow-up placement of press releases and stories to established contacts. • Actively lead and manage event planning meetings; participate in staff meetings. • Contribute and engage with Marketing and Communications Manager and key stakeholders in the development of longer-term strategic planning for events, marketing, and communications. <p>Marketing Activities</p> <ul style="list-style-type: none"> • Assist in managing all marketing activities including advertising, sponsorship, community engagement, direct marketing, digital media as they relate to events • Deliver event marketing activities by working closely with stakeholders including graphic designer, web developer, suppliers, staff and clients • Develop internal communications for events
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	<ul style="list-style-type: none"> • Maintain brand integrity and visual continuity both internally and externally • Assist in developing creative concepts, design briefs and copywriting • Understand and conform to BDAC's style guide and promote its use to employees <p>Communications</p> <ul style="list-style-type: none"> • Assist with managing social media platforms and online blog including regular posts, engaging with the followers and the community, developing campaigns and monitoring performance • Assist with overseeing the BDAC website and manage its content to ensure it remains up to date and meets the needs of its users • Contribute events content for a regular community newsletter • Exhibit a clear understanding of the business – its purpose, strategic goals and services <p>Stakeholder engagement</p> <ul style="list-style-type: none"> • Communicate and liaise directly with stakeholders to develop and distribute marketing content • Promote BDAC Events Programs to the Aboriginal community and professionals • Liaise with senior managers within BDAC to understand the events requirements of the organisation <p>Marketing Team</p> <ul style="list-style-type: none"> • Work collaboratively with the Corporate Services team to deliver events initiatives and activities • Guide, mentor and develop trainees allocated to the Marketing team from time to time <p>General Responsibilities</p> <ul style="list-style-type: none"> • Ability to work independently or as part of team • Promote relationships between BDAC staff, related program areas, local community and Stakeholders. • Observe all occupational health & safety, security and equal employment opportunity initiatives to contribute to a safe, healthy and ethical workplace
CORPORATE RESPONSIBILITIES	
<p>Administration & Compliance</p>	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct and Policy and Procedures • Participate in professional development activities • Ensure that you participate in team meetings, staff meetings and other community activities as requested • Ensure that you adhere to legislative requirements • Ensure that you report any risks identified immediately to your line manager • Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures



	<ul style="list-style-type: none"> • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures • Participate in Continuous Quality Improvement (CQI) activities
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COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop.
- Everyone within BDAC is responsible for ensuring a culture of child safety preventing child abuse and abiding by the Child Safety Principles
- BDAC is committed to the health and wellbeing of its employees and stakeholders
- BDAC has a zero tolerance to all forms of violence

KEY SELECTION CRITERIA

- Experience of planning, organising, marketing, and delivering events, both in-person and online
- Experience using and developing digital technologies and media to generate and enhance stakeholder engagement.
- Excellent communication skills, including in written, digital and interpersonal communication.
- Track record of delivering excellent results under limited supervision, and prioritising and coordinating multiple activities and stakeholders simultaneously.
- Strong attention to detail, creativity and initiative
- Ability to understand what key stakeholders and our community want from events.
- Experience making rapid decisions with rigour and with our key stakeholders' perspective.
- Demonstrated ability to remain calm under pressure.
- Experience engaging and communicating with local Aboriginal communities.

Preferred / Desired Education, Training and/or Competencies

- At least 2 years' experience of events management
- Qualification in Marketing, Events Management or Logistics will be highly regarded
- Sound knowledge of the principles of stakeholder engagement and consultation

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check;
- Must pass & provide copy of Working with Children's Check;
- Must hold current full Victorian Drivers Licence and provide a copy;
- If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List.



EMPLOYEE STATEMENT

I have read, understood and accepted the above position description of the Events Coordinator.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....