

<b>Title:</b>	<b>Programs &amp; Events Coordinator</b>
<b>Reporting to:</b>	Programs & Events Coordination Lead
<b>Hours:</b>	1.0 FTE (38 hours) negotiable; flexible working hours
<b>Remuneration:</b>	\$70,000-\$75,000 p.a. + superannuation, dependent on skills and experience
<b>Location:</b>	Melbourne CBD office. Some Working from Home supported and encouraged (conditions apply). Some travel required within Victoria.

## **ABOUT LEADERSHIP VICTORIA**

Leadership Victoria (LV) is a dynamic, innovative not-for-profit organisation working to realise a vision of a more equitable, inclusive and sustainable world. For over 30 years we have been developing and mobilising purposeful leaders from all sectors with a commitment to a stronger Victorian community.

We deliver unique, transformational learning experiences which inspire and support people to find their leadership purpose. By bringing together diverse perspectives, life experiences, backgrounds and opinions, we build enduring networks of leaders ready to address complex challenges and challenge the systemic barriers to equity, inclusion and sustainability.

## **ABOUT THE ROLE**

This is an amazing role for the right person! You will be part of our small, dynamic Program Design and Delivery Team, supporting the delivery of LV's unique leadership programs and events. You will contribute to the design, planning and delivery of these innovative and inspiring experiences: workshop days, residential immersives, webinars and in-person events.

Fundamentally, this role is one of event planning and coordination. You will work collaboratively to develop and execute program delivery plans, including participant registration/selection and management, bookings and liaison for program and event venues, organisation of program materials, and in-person coordination on program and event days.

LV has a strong program portfolio and big ambitions, and we need passionate, smart, creative, resourceful people to help us to bring them to life.

## REPORTING AND ACCOUNTABILITY

The Events & Programs Coordinator reports to the Programs & Events Coordination Lead, and works closely with the Program Designer/Facilitators, Partnerships Lead, Finance & Admin Lead, and Marketing and Communications Lead. This position has no direct reports.

## KEY RESPONSIBILITIES & DUTIES

- Contribute to the development of LV's annual program plan, including ideas for program design and unique locations and speakers.
- Collaborate on delivering high-quality program and event experiences (workshop days, residential immersives, webinars and in-person events) in particular by:
  - Coordinating participant registration/selection processes.
  - Acting as the main point of contact for program participants, providing timely and clear communication regarding program details, schedules, and requirements.
  - Coordinating program logistics, including scheduling, research and booking of venues, materials preparation, and catering and transport arrangements.
  - Liaising with external suppliers to secure program-related services and materials, negotiating contracts, and managing relationships to ensure cost-effective delivery.
  - Maintaining accurate and up-to-date program records, including participant lists, attendance records, and evaluation feedback.
  - Engaging and coordinating guest speakers, including assisting with the preparation and provision of speakers' briefs.
  - Providing logistical and administrative support to program facilitators on the day of delivery, including troubleshooting any issues that may arise.
- Optimise access to, and support in, LV programs for participants from diverse backgrounds including people with disabilities, Aboriginal and Torres Strait Islander Peoples, LGBTIQ+, CALD backgrounds, young and emerging leaders, and women in all their diversity.
- Collaborate on developing and analysing program evaluation to capture participant insights and outcomes, and identify opportunities for improvement.
- Support the Marketing & Communications team by capturing and highlighting stories from guest speakers and program activities to showcase impact.
- Support the Finance & Admin Lead with program-related financial information (eg supplier quotes and invoices).
- Help develop strategic networks and partnerships to increase LV's impact, and contribute to strategic projects across LV as they arise.
- Other duties as required by the Programs & Events Coordination Lead or CEO, having regard to your skills, training and experience.

## KEY SELECTION CRITERIA

Applicants for the position must address each of the following selection criteria in their application.

### Required

1. Excellent inter-personal skills, with the ability to quickly develop rapport with stakeholders of all abilities, backgrounds and seniority.
2. Highly organised, able to plan and manage multiple projects in collaboration with colleagues and other stakeholders.
3. Experience in program and/or event coordination.
4. Strong written and verbal communication skills, attention to detail, and the ability to present information/data simply and effectively.
5. Initiative, a can-do attitude, customer-centric mindset, and the flexibility to change priorities when needed.
6. Strong digital literacy.

### Desirable

7. Experience using project management, learning management, and customer relationship management (CRM) systems.
8. Relevant qualifications in event management, administration, communications, etc.

## BENEFITS OF WORKING AT LEADERSHIP VICTORIA

- Flexible, inclusive, values-based organisation.
- Fun work culture, with a social purpose, in an accessible and contemporary Melbourne CBD office.
- Opportunity to engage with a diverse range of stakeholders, including program participants and guest speakers from a range of backgrounds and organisations.
- In addition to standard annual leave provisions, three (3) additional 'grace and favour' leave days in the week of the Christmas/Boxing Day public holidays.
- High degree of collegial support and professional development.

## EMPLOYMENT CONDITIONS

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

LV is an Equal Opportunity Employer and has a diversity-friendly culture. People with disability, people from culturally and/or linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

Employment terms and conditions will be consistent with the Fair Work Act and set out in a contract of employment. Annual salary will reflect individual skills and experience.

There will occasionally be a requirement to attend activities outside of normal business hours.

The successful applicant will require a Police Check (costs reimbursed) and must agree to adhere to all LV policies and Code of Conduct.