

First Peoples Community Event Coordinator

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Position Number	0749
Classification	Category 5
Section/Unit	Programs Section, First Peoples Program
Reports to	First Peoples' Project Coordinator
Location	Melbourne, you may also be required to work at other locations as necessary
Employment Basis	6 month maximum term contract – with a possibility for extension
Hours of Work	0.8 FTE, 28 hours per week

Scope of Position

The First Peoples Community Event Coordinator is responsible for providing logistical and administrative support to the First People's Justice Summit and associated events, working in conjunction with the Project Coordinator, internal stakeholders and outsourced suppliers, to ensure events are delivered in line with community ambition operational budgets, and positively and accurately reflect the Oxfam Australia's First People's Justice strategy.

This role is responsible for coordinating and delivering operational support to the First Peoples Program team in the lead-up to and delivery of the First Peoples Community Summit, including venue management, travel, accommodation, catering, contractor and volunteer coordination and on-the-day event delivery.

Key Responsibilities

Event Logistics & Procurement

- Onboard contractors and vendors ensuring alignment with cultural protocols, Oxfam's safeguarding policies and the First Peoples' procurement strategy.
- Lead on logistical tasks such booking venues, Oxfam event staff accommodation, flights, event vehicles and catering.

- Coordinate event logistics including accessibility requirements, participant communications and speaker support.
- Support the procurement process for operational goods and services, including overseeing the coordination and monitoring of service agreements with external suppliers and contractors.
- Coordinate procurement and purchase of culturally appropriate gifts and acknowledgements for keynote speakers, Elders and community representatives, in line with cultural protocols confirmed by the Project Coordinator.
- Activate event plans as determined by First Peoples' Programs team and community partners.
- Contribute to the maintenance of the event planning and resource allocation, risk documentation and processes, ensuring documents and online management tools are up to date and relevant.
- On-site event representation as required.

Staffing and Volunteers

- Support the coordination of Oxfam personnel involved in event delivery, including staff scheduling, creation of event documentation, maintenance of online management tools, and delivery of briefing sessions both face to face and remotely.

Event Communication & Administration

- Brief internal stakeholders with resource requirements, including volunteer recruitment, communications and content development.
- Working with internal teams and resources, oversee event communications including online invitations and registrations and logistical email communications, ensuring communications are aligned with Oxfam data and privacy policies.
- Support the First Peoples' Program team and external agencies by contributing to efficient management of team administration, including updating cross functional systems and processes, meeting minutes and invoice management.
- Other related duties as delegated.

Living our Values

Your strong commitment to Oxfam Australia's values will be essential in achieving desired results in all aspects of our work.

- **Equality:** We believe everyone must be treated fairly and have equitable access to rights and opportunities.
- **Empowerment:** We foster a culture of trust where everyone has the tools, information, and safety to make decisions, take ownership, and grow through learning — including from mistakes
- **Solidarity:** We collaborate across boundaries and sectors, guided by integrity and shared purpose, to promote human rights, advance justice, and work towards a just and sustainable world.

- Inclusion: Ensuring all perspectives are welcomed and valued and calling out exclusionary behaviours when they arise to foster a truly respectful and inclusive workplace.
- Accountability: We act with integrity and take responsibility for following through on our commitments — to each other, to our partners, and to the communities we serve
- Courage: We speak up, own our mistakes, and embrace bold, thoughtful action that addresses the root causes of problems and inequity to create meaningful change.

Technical Knowledge & Experience

- Tertiary qualifications in Events Management, Project Management or equivalent working experience.
- Able to demonstrate strong relevant experience in events or project management.
- Experience assisting in the management of event logistics, preferably for large, mass participation events.
- Demonstrated experience working collaboratively with external suppliers to deliver project milestones.
- Demonstrated experience using project management tools.
- Experience in recruiting and managing event volunteers.
- Proven participation in cultural awareness training.
- High levels of computer literacy particularly MS Office.

Personal Skills & Attributes

- Commitment to Oxfam's purpose, culture and ways of working.
- Stakeholder centred approach, great customer service with a results oriented focus..
- High degree of emotional intelligence and humility.
- Growth mindset and desire to cross skill.
- Flexibility in work undertaken in order to assist colleagues and the organisation.
- Sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.
- Excellent organisational and time management skills including the ability to manage conflicting priorities and meet deadlines.
- Strong analytical and problem-solving skills to inform potential solutions and provide recommendations to decision makers.
- Ability to work autonomously and as a collaborative team member.

- Pragmatic, practical, solutions-oriented approach.
- Strong communications, interpersonal and relationship building skills.

Travel

Occasional interstate travel is a requirement of the position. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

Child Safeguarding

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OAU are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and Social Media User Policy.

- This role requires Oxfam representation when occasionally visiting the field.
- This role requires access to information relating to children.
- This role involves making decisions which may affect children, including volunteers and other supporters under the age of 18.