

Events Coordinator

This Success Profile outlines the role purpose, key responsibilities, and measures of success, values and skills required for success in your role.

It defines what “great” looks like and provides focus for recruitment, development, career planning, and performance management and remuneration initiatives.

		Status:	Fulltime
Reports To:	Executive Manager Conference & Events	Direct Reports:	N/A
Key Relationships:	State Liaison Officer, Senior Event Coordinator, Event & Sponsorship Manager All internal FIA employees FIA State Committee Members All FIA Members	Location:	FIA Office in St. Leonards (Tue – Thu) WFH (Mon & Fri)

Purpose of the role:

The Events Coordinator is primarily responsible for supporting the execution of the FIA State Committee Events Program (60%), while also providing support to the Conference and Awards team on various ad hoc projects (30%), and broader FIA member events (10%).

Selection Criteria

Essential:

- High level computer and software skills including Microsoft Office 360, and knowledge in a range of IT, CRM and digital/online platforms, including event registrations, wordpress and graphic design, Canva.
- Strong administrative and organisational skills
- Strong attention to detail
- Time management skills and the ability to prioritise tasks
- Ability to work well in a small team
- Excellent interpersonal skills

Desirable:

- Understanding of the role and services of a professional membership organisation.

- Experience working with volunteers and/or committees
- Knowledge and experience in Stova/Aventri registration platform and Salesforce CRM

KEY AREA OF RESPONSIBILITY

Determining what success looks like for this role to deliver designated outcomes.

States Program (60%)

- Assist with the planning and execution of the annual state event program
- Create event registration forms and web pages as required, once approved by State Program Manager.
- Manage event admin and logistics team as required
 - Registrations – set up, tracking and reporting
 - Ensure website is current and up to date
 - Venue sourcing and bookings
 - Post-event – sharing of post-event evaluation summaries with committees
- Work with FIA Marketing team to ensure all events are promoted effectively and within ideal timeframe
- Follow up any outstanding payments and invoices
- Answer all enquiries by phone, mail and email; within 1-2 working days.

Conference & Awards (30%)

- Assist with phone and email queries related to conference & awards. All enquiries to be responded to within 1-2 working days
- Assist Senior Event Coordinator with management of conference speakers
- Assist with uploading content to the FIA Conference website and onsite event app
- Assist with administration of the FIA Awards Scheme, such as checking eligibility of entries and preparing feedback after judging
- Other projects as required

FIA Member Events (10%)

- Create registration forms for general FIA events as required including web pages as needed

General Administration

- Support the Executive Manager Conference & Events as required
- All other administration and support required during busy periods at FIA
- Answer telephone enquiries for broader FIA team

Expectations for every FIA employee:

- Is expected to uphold the FIA Values and Culture through conduct according to the FIA Values
- Takes reasonable care for the health and safety of themselves and others
- Understands and complies with the FIA Safety Culture & Safety Management Systems
- Reports hazards and incidents and participates in risk management as required

Additional Requirements for this role:

- Some out of hours work may be required
- Some interstate travel is required
- Other duties as required from time-to-time

Skills Required for Success

Skill Groups	Application to Role	Supported Learning
Communication	The ability to effectively communicate to meet the needs of the role and objectives of the organisation.	<ul style="list-style-type: none">• Effective Communication• Effective Business Writing• Professional Presentations
Collaboration	The ability to develop, maintain, and strengthen partnerships with others inside or outside the organisation who can provide information, assistance, and support.	<ul style="list-style-type: none">• Building Business Relationships• Negotiation Skills• Time Management
Project Management	The discipline of planning, organising, and managing resources to bring about the successful completion of a specific project.	<ul style="list-style-type: none">• Project Management Fundamentals

Signed:

Date: