

# POSITION DESCRIPTION



## Events Coordinator

Strategic Communications and Engagement

### About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

### Our Vision

Building a Just Society

### Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

### Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

### Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

### Position details

|                          |  |
|--------------------------|--|
| POSITION TITLE:          | Events Coordinator   |
| PROGRAM:                 | Strategic Communications and Engagement  |
| LOCATION:                | Richmond, Victoria   |
| REPORTING RELATIONSHIPS: | This position reports directly to the Marketing and Events Manager. This position doesn't have any direct reports. |
| EFFECTIVE DATE:          | July 2024  |

## Position Purpose |

- **Deliver impactful organisational events:** Coordinate, plan and deliver a range of events including a flagship Annual Dinner, all-staff days, program launches, webinars and more. Support the central Advocacy and Strategic Communication team and various programs and services to engage stakeholders, lead conversations, build support and influence change. |

## Program Purpose

### Central Office

Jesuit Social Services engages with people from diverse backgrounds experiencing complex problems, including those associated with mental illness, substance misuse, family breakdown, offending behaviour, homelessness, unemployment, poverty and social exclusion.

Jesuit Social Services operates a range of programs for disadvantaged young people, families and communities from various operational sites.

### Strategic Communications and Engagement

The Strategic Communications and Engagement team comprises communications, media, events and fundraising functions that work to raise awareness of the challenges faced by our participants and bring about the changes needed to improve outcomes for individuals, families and communities.

Together with the Policy and Advocacy team and program areas, the Strategic Communications and Engagement team integrates participant voice, practice wisdom, policy, strategic communications and advocacy to increase Jesuit Social Services' voice, engagement, influence, independence and impact.

The Events Coordinator is part of the Communications team, which develops, delivers and evaluates communication and engagement strategies that support organisational priorities. |

## Duties of the position |

- Under direction of the Marketing and Events Manager, lead all aspects of event coordination including, but not limited to, planning, advertising, invitations, registration, catering, speaker management, and coordination of staff/volunteers, collateral, signage and live streaming/web casting.
- Collaborate with Advocacy and Strategic Communications colleagues, organisational leaders, partners and consultants to plan, manage and deliver events for internal and external audiences.
- Collect, measure and report on key performance indicators to evaluate the impact of events.
- Produce communications and marketing materials to support events, including internal events. Promotional material may include social media posts, internal communications, and news articles, and support the work of the broader Advocacy and Communications team as required.
- Ensure events support organisational priorities and contribute to advocacy and communication goals. |

## Key Selection Criteria |

1. Demonstrated experience coordinating and delivering successful events that support fundraising, communication and advocacy goals, including launches, webinars, stakeholder events, employee events, and small gala events.
2. Demonstrated experience writing and producing quality event products and associated communications including promotional materials, invitations, blurbs, speaker bios, agendas, briefs, and social media content.
- Demonstrated experience managing internal and external guest speakers and stakeholders, including liaising with government departments, international speakers and VIPs.
3. Strong ability to work collaboratively with colleagues and leaders to deliver high quality events and associated communications and engagement.
- Superior organisation and time management skills to plan and deliver events and associated communications and engagement. |

## Key Performance Indicators |

- Successful staging of significant organisational events (in person, online and hybrid) including All Staff Days, annual dinner, and events that support organisational and program area priorities.
- Collection, measurement and reporting of key performance indicators to evaluate the impact of events.
- Conversion of event attendees into organisational supporters, including donors and allies. |

## Key responsibilities of Jesuit Social Services Employees

### Service delivery/ Practice Framework (share services roles)

- Engage and build positive and constructive relationships with internal and external stakeholders
- Deliver services consistent with shared services guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

### Teamwork and supervision (shared services roles)

- Work effectively as part of a team, contributing to group outputs
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities. |

### Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes

- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

#### Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

#### Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia

#### Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

#### Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

#### Employee Acknowledgement

I, \_\_\_\_\_ (please print name) acknowledge that I have read and understood the contents of this position description.

#### Employee Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

**Position Description Approved by:**  
GM or ED

**Position Description Review Date:**  
2 years from effective date

