



## Position Description

### EVENTS & ADMINISTRATION OFFICER

**Department:** Impact

**Reports to:** Community & Sector Impact Manager

**Location:** Flexible

#### POSITION PURPOSE:

As a member of Deaf Connect’s Impact Team, the Events & Administration Assistant will provide support to the Impact team in an efficient, professional and confidential manner, to ensure successful planning and delivery of key project and organisation related events and provide support across a range of Impact and organisational initiatives as required.

#### POSITION – KEY RESULT AREAS

ACCOUNTABILITY			
Has direct responsibility over	[1]	Recommends, advises, interprets	[2]
Shares responsibility with others	[3]	Provides information	[4]

#### EVENTS & ADMINISTRATION SUPPORT

Assist with coordination of meetings, events and functions, including the preparation of agendas, minutes, actions and reports. [1]

Work with the Impact team to coordinate and deliver internal and external project and organisation events, focus group, workshops and information sessions according to agreed project plans. [1]

Completing general administrative tasks associated with project deliverables and other projects as required. [1]

Work in collaboration with Management and Finance on the tracking, reporting and acquittal of funded projects. [1]

#### GENERAL

Collaborate with other members of the Impact team and other departments as required to meet organisation needs. [1]

Other duties as directed by the Impact Leadership Team. [1]

Ensure internal and external opportunities for evaluation, learning, knowledge sharing, and innovation are maximised. [1]

Provide a high standard of professional service by upholding the vision, mission and values of the organisation. [1]



Comply with Deaf Connect policies and procedures for workplace health and safety, ensuring that you do not place yourself or others at risk of injury. [1]

Understand and work within the relevant parts of Deaf Connect’s quality management system. [1]

**DECISION MAKING**

**Decisions**

Operational efficiency and effectiveness, including time management and work priorities

**Recommendations**

**PRIMARY RELATIONSHIPS**

**Internally in Deaf Connect**

Community & Sector Impact Manager  
Organisation Growth & Impact Manager

**Purpose / Relationship**

Line management, strategic directions, development, reporting, advice and support

Impact Team  
Marketing & Sales teams

Collaboration, advice and support  
Collaboration, advice and support

**External to Deaf Connect**

Key Stakeholders

**Purpose / Relationship**

Develop and manage supplier and stakeholder resource development, information sharing and collaboration

Community – individuals and groups

**Persons/functions that report to this position**

Nil

**Role / Relationship**

**KNOWLEDGE AND SKILLS**

Requirement for skills / knowledge in this position

[N]	None	[L]	Little need	[D]	Desirable
[M]	Moderate	[I]	Important	[C]	Critical

	N	L	D	M	I	C
Innovating					X	
Planning						X
Organising						X
Patience & Friendliness						X
Customer/Client Orientation					X	
Financial Acumen				X		
Administration						X
Auslan					X	
Professionalism						X



Acceptance					X	
Problem Solving					X	
Deciding					X	
Implementing						X
Communicating						X
Flexibility					X	
Consulting					X	
Participating						X

**SELECTION CRITERIA**

**ESSENTIAL:**

- Demonstrated experience in event planning and coordination
- Demonstrated experience with all Microsoft Office programs, SharePoint, Teams and Outlook or similar
- Excellent organisational and time management skills with an ability to prioritise, coordinate and manage multiple tasks simultaneously
- In-depth understanding of opportunities and challenges facing Deaf and hard of hearing Australians
- NDIS and Working with Children’s Check or be willing to obtain prior to commencement of this role

**DESIRABLE**

- Experience in organising large-scale community events

**Please sign below your agreement of the above position description**

.....  
Print Name

.....  
Signature

.....  
Date