

## Position Description

### EVENTS SPECIALIST

**Department:** Impact

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

**Location:** Any Deaf Connect office

#### POSITION PURPOSE:

As a member of Deaf Connect’s Impact Team, the Events Specialist will provide support to Deaf Connect in an efficient, professional and confidential manner to ensure the successful planning and delivery of key internal and external events. The role also involves supporting 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]

#### EVENT PLANNING AND EXECUTION:

Responsible for the successful delivery of key Deaf Connect internal and external events as agreed with Community & Sector Impact Manager. [1]

Prepare and provide event operational and project plans including budgets, event schedules and programs, risk plans, run sheets, resource requirements and stakeholder consultations to ensure the high-quality delivery of successful events are delivered on time and provide community satisfaction. [1]

Identify and manage operational support and logistical requirements including floor plans and layouts, budget, liaising with venue operators and key stakeholders to manage event requirements before, during and after assigned events. [1]

Work with colleagues, partners and suppliers to negotiate and secure quotations within budget and timeframe. [1]

Provide pre and post event briefings with relevant stakeholders and provide reports to Community & Sector Impact Manager. [1]

Ensure events are inclusive and accessible to diverse audiences, considering factors like accessibility, cultural sensitivity and equitable participation. [2]

Effectively manage all aspects of external guests/talent for events including but not limited to travel, accommodation, coordination etc. as required. [2]

Provide training and guidance to event staff and volunteers to ensure a high standard of event delivery and operational efficiency. [2]



Provide pre and post event briefings with relevant stakeholders and provide reports to Community & Sector Impact Manager. [2]

Prepare for unforeseen circumstances by developing and implementing contingency plans to manage potential disruptions or emergencies effectively. [2]

Ensure all events comply with health and safety regulations, conduct risk assessments and implement necessary measures to safeguard attendees and staff. [2]

#### **COLLABORATION AND COMMUNICATION:**

Contribute to and develop event and marketing communications in collaboration with Marketing and Sales team to promote events effectively as well as to manage events registrations and data analysis for reporting purposes. [1]

Encourage creative thinking and innovative approaches in event design and execution to enhance attendee engagement and experience. [1]

Develop and nurture relationships with stakeholders, event staff/volunteers and community members, ensuring positive interactions and effective communication before, during and after events. [1]

Collaborate with other teams for administrative support and guidance on event execution where required. [2]

#### **EVALUATION AND IMPROVEMENT:**

Conduct post event evaluations and gather feedback to identify and implement process improvements for event operations and documentation. [1]

Ensure adherence to legal requirements and standards for event execution- e.g. to obtain all necessary licenses, permits, insurance and authorisations for events. [1]

Work with Impact Leadership Team and Finance team to track, report and acquit event budgets, ensuring compliance with financial guidelines and procedures. [2]

Ensure internal and external opportunities for evaluation, learning, knowledge sharing and innovation are maximised. [2]

#### **GENERAL**

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

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]



**DECISION MAKING**

**Decisions**

Operational efficiency and effectiveness, including time management and work priorities

**Recommendations**

**PRIMARY RELATIONSHIPS**

**Internally in Deaf Connect**

Community & Sector Impact Manager

Impact Team

Marketing & Sales teams

**Purpose / Relationship**

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

Collaboration, advice and support

Collaboration, advice and support

**External to Deaf Connect**

Key Stakeholders

Community – individuals and groups

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

Nil

**Purpose / Relationship**

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

**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:**

- Relevant qualification in events management (or similar)
- Proven experience in event planning, event operations and logistics, risk management and compliance, budget management and financial accountability and stakeholder liaison management, preferably in local, state-based and national contexts.
- Excellent attention to detail and ability to follow established processes and contribute to process development.
- Demonstrated experience with Microsoft Office Suite, project planning tools and video conferencing platforms.
- In-depth understanding of opportunities and challenges facing Deaf and hard of hearing Australians
- Ability to prioritise and manage multiple tasks, competing interests and deadlines through excellent time management and prioritisation skills.
- Self-motivated and ability to work independently with a can-do attitude.
- Willingness to work collaboratively as part of a team and to share information and expertise.
- NDIS and Working with Children's Check or be willing to obtain prior to commencement of this role

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

.....  
Print Name

.....  
Signature

.....  
Date