

Position Description



Title	Senior Events Coordinator
Division	Business Services
Department	Events Department
Reports To	Events Manager
Direct Reports to the Role	Nil
VECCI Position Classification Level	Band 4

About the organisation

The Victorian Employers' Chamber of Commerce and Industry (VECCI) is the peak body for employers in Victoria, informing and servicing more than 15,000 members, customers and clients around the State. Through advocacy and representation we are committed to being the voice for business, representing and championing our members through meaningful economic and industrial public policy.

We provide industry with a broad range of leadership, advice, and services, and our specialist departments include industrial relations, policy and advocacy, apprenticeships services, international trade, sustainability, tourism, and business training and consulting.

Our Values

As a member of the VECCI team, you commit to demonstrating VECCI's values at all times. In addition, as part of the performance review process, you will be formally assessed against the contribution you have made to our values through the defined expected behaviours.

Business Excellence

- Delivers superior member, customer and client service
- Achieves results
- Strives for continuous improvement
- Responds effectively to change
- Communicates effectively

Integrity and Respect

- Acts honestly, ethically and reliably
- Shows respect for all individuals for their diverse backgrounds, differences, skills and contribution
- Demonstrates a commitment to teamwork; actively engages in discussions, listens to others with empathy and supports decisions once they are made

Leadership

- Sets and maintains positive performance standards for others to follow
- Demonstrates a commitment to economic, social and sustainable work practices
- Acknowledges mistakes and focuses on finding solutions to problems
- Takes responsibility and is accountable for own actions, commitments and results

About the Position

This role is responsible for the concept development, marketing activity, sponsorship activation and event delivery of assigned events within the VECCI events calendar. The events calendar consists of a variety of business networking series, educational events and major policy focussed forums throughout the year.

Performance Objectives	Performance Measures
<p>1. Events</p> <ul style="list-style-type: none"> • Hands on coordination of events and related activities that meet customer expectations and support the corporate events strategy. • Liaise/Communicate with internal and external stakeholders, including departments, staff, sponsors and suppliers regarding each assigned event. • Working closely with the Marketing Department on the development and implementation of marketing strategy and program for each assigned event • Perform all administration tasks pertaining to each event, including managing speakers, guest lists, negotiating with venues and AV, scheduling event timetables, names badges, run-sheets and MC notes. • Total administration of all issues pertaining to each event. • Attendance at events as required. • Prepare post evaluation reports as required. • Find new opportunities in the market, including but not limited to research speakers, topics etc. • Must manage allocated budget and achieve all targets set for each event. • If assigned event is outsourced to event management supplier responsible for project managing relationship and required tasks including approving all elements. 	<ul style="list-style-type: none"> • Quality events conducted - with feedback forms showing a customer satisfaction rating of at least 80%. • Event tasks completed to the satisfaction of the Events Manager within the agreed timeframe. • Scheduling of events occurs 3 months prior for networking events. • Achieve budgets as per departmental business plan.
<p>2. Sponsorship</p> <ul style="list-style-type: none"> • Assist the Sponsorship Department with the implementation and delivery of sponsorship activation for assigned events. • Identify opportunities for new sponsors. • Complete project work as requested by the Events Manager. 	<ul style="list-style-type: none"> • Ensure thorough understanding of all relevant sponsorship contracts and ensure all parties involved complete requirements. • 90%-100% adherence to VECCI's Customer Service Charter at each interaction.
<p>3. Administration</p> <ul style="list-style-type: none"> • Provide reports as required • Compliance and maintenance of relevant databases related to events. • Update and maintain website in all areas of responsibility. • Provide a variety of administration functions as required by role, including: 	<ul style="list-style-type: none"> • 90%-100% adherence to VECCI's Customer Service Charter at each interaction. • 100 % accuracy of reports and data entry maintained.

<ul style="list-style-type: none"> • Word-processing (Microsoft Word) • Spread sheet production (Excel) • PowerPoint presentations (PowerPoint) • Maintenance of the filing system 	
<p>Key Selection Criteria</p> <ul style="list-style-type: none"> • Tertiary qualification with a minimum of three to five years' experience in the events or marketing sector. • A strong marketing background/experience will be looked upon favorably • Demonstrated success in event management with a particular focus on business to business events ideally related to industry specific or association events. • Excellent interpersonal skills and the capability to identify and foster key internal and external relationships • Demonstrated ability to work to strict deadlines. • Ability to work autonomously and a capacity to make decisions with or without the direct guidance of a supervisor. • Working familiarity with Windows, databases, and a demonstrated understanding of communications technology. 	
<p>Other Information</p> <ul style="list-style-type: none"> • In order to be considered as the preferred applicant for this position, it is a requirement that a satisfactory police record check as part of VECCI's recruitment process as a pre-condition for employment. • A current and valid driver's licence is a mandatory requirement of this position for the term of employment. 	

Employee Name (please print)			
Employee Signature		Date	
Manager Signature		Date	