

POSITION DESCRIPTION

POSITION DETAILS

Position Title: EVENTS MANAGER

Position Details: 0.4 FTE (15 hours per week) Part time/ fixed term contract from commencement through to 30 June 2020 (with potential to extend pending funding outcomes).

Reports to: Executive Officer

Location: Mildura region

Qualifications: Diploma and/or equivalent experience in Events Management and/or Project Management

Remuneration: FTE Salary \$71,748 plus superannuation guarantee

Actual Salary \$28,323

Organisational Context

Northern Mallee Leaders Inc. (NML Inc.) is one of ten regional community leadership organisations operating across Victoria with the purpose of developing people in active business and community leadership roles through transformational leadership across the Northern Mallee.

Servicing north-west Victoria, NML Inc. includes the communities of the Mildura region, Wentworth Shire, Robinvale, Ouyen and the Mallee Track.

NML Inc. provides an annual flagship program, the Northern Mallee Leaders Program (NMLP) of experiential learning that reflects the needs of the region.

Position Overview

The EVENTS MANAGER role reports to the Executive Officer and provides guardianship of our brand for public events, operates autonomously, seeks funding for a cost recovery model of event activity, makes decisions within the delegation applied to the role and progresses issues through to solutions.

The following five key accountabilities areas have been identified as key areas of responsibility for the position of Events Manager

1. Plan NML Inc. events

- (a) Develop an *Events Strategy* which includes organisational events, NMLP launch and graduation, an annual event calendar and budget for organisational events in consultation with staff and Alumni representatives
- (b) Develop a strategy and work plan to engage *NML Alumni* in events including networking and learning opportunities
- (c) Develop an *Event Marketing and Communication Plan* including event theme, target audience, objectives of the event, marketing plan, pricing and event sponsor proposals.

2. Curate events to achieve organisational objectives

- (a) Plan, develop and coordinate NML events, including identifying, booking and briefing guest speakers/presenters as per organisational event objectives
- (b) Identify venues and gain quotes for materials and event requirements
- (c) Develop and manage event running sheets
- (d) Design and develop marketing collateral and content including graduate testimonials for a range of media including social media
- (e) Plan, develop and coordinate NMLP Launch and Graduation events and support the Program Manager in successful outcomes

3. Evaluate events

- (a) Connect outcomes of events with overall objectives of NML Inc.
- (b) Distribute and manage collection of evaluation instruments for NML events
- (c) Prepare high quality reports for NML, Sponsors and event funding partners

4. Event sponsorship and funding

- (a) Develop event pricing including Alumni discount
- (b) Seek sponsor arrangements to support cost recovery and targeted profitability of events
- (c) Seek and apply for relevant grants and funding opportunities to support the financial outcomes of events

Key Selection Criteria (KSC)

1. Proven capacity in event planning, coordination, evaluation and reporting, including event systems such as trybooking and event promotions including competence in social media platforms
2. Organisational skills with a proven ability to forecast the needs of the organisation, booking and scheduling in advance, confirming and reconfirming arrangements with stakeholders,
3. Understanding information and CRM databases, data collection and analysis and the reporting function with experience in Salesforce preferred
4. Excellent interpersonal and communication skills with an apparent enjoyment in working with diverse groups of people to deliver a high impact role within the allocated hours
5. An interest in the role of leadership in regional communities, developing people, their interests and ambitions

Why work for NML and what do we expect from our EVENTS MANAGER

NML develops leaders. We rely on a team-based approach to achieve our vision and goals and value continuous improvement. Our team are personally invested in the purpose, vision and values of our organisation, seek and provide constructive feedback and support each other in their roles and more broadly in developing solutions to ensure we are outcomes focussed. We expect you will embrace our purpose and take pride in the role of Events Manager. We expect you to develop a workplan to achieve key accountabilities, checking in with the team for guidance and support. We encourage flexible working arrangements and a high degree of independence for team members yet expect accountability and effectiveness in return. Our team culture is the core to our success and enjoyment in our roles, and we

expect you to make time for brief weekly staff communications.

Resources and logistics

NML Inc. will provide the *Events Manager* with:

- Inspiration and support
- Mobile Phone
- Laptop
- All consumables required within budget
- Kilometre reimbursement for travel according to the Travel Policy
- Access to space in a shared office arrangement at 135 Deakin Avenue Mildura
- Access to professional development
- Time in lieu (TOIL) for working outside the agreed hours as per the Employment Policy

NML Values

- **Leadership** – championing and embodying leadership as the basis of all enterprise
- **Integrity** – ensuring the highest ethical standards and being accountable to ourselves, our customers and communities we serve
- **Respect** – conducting ourselves and relationships in an honest, responsible, trustworthy and compassionate manner
- **Collaboration** – realising our potential through mutually beneficial relationships and partnerships
- **Diversity and inclusion** – demonstrating and realising the benefits of a diverse and inclusive enterprise
- **Excellence** – Striving for continuous improvement in the delivery of our products and services
- **Dynamic enterprise** – embrace change to create value through innovation and strategic awareness of our customers and communities needs
- **Realising potential** – growing opportunities and building the capabilities and skills of our people

Evidence required

Evidence of the following will be required if successful:

- Current Driver's Licence
- Commitment to adhere to NML Inc. Code of Conduct.

APPLICATION PROCESS

Applications addressing the following:

- One-page cover letter
- Key Selection Criteria – max 200 words for each of the five criteria as listed above
- Current Resume – no more than 2 pages in length
- Referee contact details for two referees (name, relationship to applicant, phone and email)

Applicants to be received by **COB Friday 7th June 2019** by email to:- Jen Grigg Executive Officer – executive@nml.org.au and will be treated in the strictest confidence

For more information in relation to this position, please contact:

Jen Grigg – Executive Officer, Northern Mallee Leaders Inc.

Ph: 0427 438111 or email executive@nml.org.au

