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## Position Description

<b>Position Title</b> Event Coordinator and Admin support	<b>Internal Customer</b> CEO
<b>Reports To</b> CEO	<b>Commencement Date:</b> 29 August 2022
<b>Employment Status</b> Contract	<b>Hours</b> 1 FTE / 38 hours per week *Negotiable
<b>Remuneration</b> \$70,000 (+ Super)	<b>Location:</b> Based in Brisbane or regional centre

We acknowledge the Aboriginal and Torres Strait Islander people of Australia as the traditional owners of this land and support the right of Indigenous people to self-determination and cultural expression. Queensland Social Enterprise Council is an equal opportunity employer and, therefore, promotes access to positions to men and women from a diverse range of social and cultural groups within the community.

### Purpose of role

- To coordinate and support the implementation of the Queensland Social Enterprise's events and activities.
- To assist the administration of the membership base, including onboarding new members, and assisting with the sales and marketing to new members.
- Work closely with the CEO and QSEC team to manage, and properly account for project resources and activities.
- Advocate for QSEC's project purpose and objectives and engage collaboratively and constructively with all stakeholders.

### Principles

The operating principles that will underpin this role will reflect the implementation principles of QSEC:

- **Inclusion** – we seek to serve the common interests of a diverse range of actors who use business to deliver social impact.
- **Open invitation** – the process will be inclusive of all stakeholders who identify with the goal and seek to have a voice in the process and outcome.
- **Evidence-based** – draw on reliable inputs and information to inform decision making.
- **Effectiveness** – work towards specific outcomes within a clear process and a set timeframe.
- **Transparency** – deliberations and developments to be kept in the open where possible.
- **Pragmatism** – aim for realistic strategy, policy, and investment outcomes.

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- **Self-governance** – aim to establish a social infrastructure that enables ongoing self-governance of the ‘sector’ in the collective interest.
  - **Constructive engagement** – work with the State Government and other levels of government, and other key stakeholder groups, in a collaborative and constructive way.
  - **Build on existing** – appreciate and build on the existing work of pioneers, intermediaries, networks, and field builders.

#### Responsibilities / deliverables

The Event Coordinator and Admin Support helps to organise events to ensure that they achieve objectives. Main duties and responsibilities include:

- Working with the marketing team to work with budgets, setting deadlines, and ensure the smooth running of the event operations
- Implementing invoicing, AV and presenter’s requirements, organise contracts, diaries and logistics.
- Monitoring the invoicing, payments and database for members
- Outreach to new and potential members and advocate for QSEC’s services.
- Selecting vendors and monitoring their activities to ensure quality control
- Assist with the promotions, communications of the event to invitees
- Organising catering, accommodation, flights and health and safety measures
- Resolving guest inquiries before and during the event
- Preparing attendance and evaluation reports for management

#### Required skills / experience

- Understanding of the constraints and strengths of a purpose-led sector.
- Strong communication skills.
- Reliable and demonstrates attention to detail
- High-level of digital literacy
- Strong project management skills
- An ability to build trust, rapport, and with a wide range of stakeholders, including regional champions, volunteers, new and existing members, and potential members.

#### Size, structure and compensation

- Starting August.
- Project completion date: 30 June 2023.
- Full time fixed term
- AWARD: Social, Community, Home Care and Disability Services Industry Award 2010
- \$70,000 pa (+ super)

#### Key Performance Areas

- Work with CEO to assist with meetings and event scheduling.
- Work with QSEC’s Marketing and operations team to execute QSEC’s events across the state;

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- Work with QSEC staff and CEO to assist membership administration and support
  - Coordinate calendar dates in various locations;
  - Contact new and potential members and advocate for QSEC services and support;
  - Work with stakeholders to maximise effectiveness and efficiencies;
  - Maintain the member database and produce accurate monthly membership report to CEO;
  - Collaborate with QSEC team to communicate Queensland Social Enterprise Council's in accordance with the organisational Marketing Strategy.

#### Quality System

- Queensland Social Enterprise Council's Procurement Plan - ethical framework for sourcing
- Queensland Social Enterprise Council's Style Guide
- Queensland Social Enterprise Council's Marketing Strategy

#### Key Selection Criteria

##### Essential

- Experience in organising successful events;
- Excellent writing, editing and communication skills;
- Respectful communication with members, staff and sector leaders;
- Knowledge of sales and marketing;
- Solid digital systems knowledge (website backend, databases, reporting, excel, email communications):
- Good understanding of a variety of marketing channels;
- Positive attitude, detail and customer oriented;
- Exceptional multitasking and organisational ability;
- Fluency in English.

##### Desirable

- Sector experience and / or knowledge
- Knowledge of Customer Relationship Management systems
- Understanding of regional Queensland and the unique characteristics of regional and remote communities.
- Understanding of Queensland Social Enterprise Council's role in transforming a just and fair distributive economic system.

#### General Conditions

- All employees are required to abide by the philosophies and principles of Queensland Social Enterprise Council, as outlined in the Code of Conduct.
- This position may involve work or training outside of normal business hours.
- All employees will comply with Workplace Health and Safety legislation as outlined in organisational policy and procedures and abide by the health directives as provided by law.

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