

Position description

Position title	Events Coordinator
Reports to	Head, Public Affairs
Date established	December 2021
Direct reports	Nil
Employment status <i>(Full-time, part-time, contract length, FTE)</i>	Maximum-term contract up to three years, part-time (0.8 FTE), negotiable

Background

The Sax Institute is an independent, not-for-profit organisation that improves health and wellbeing by driving better use of evidence in policies, programs and services.

The Institute has an international reputation as an Evidence Specialist, and nearly 20 years' experience in translating research findings into policy drawing on our own expertise as well as that of our more than 50 member organisations. We work with governments, health organisations, research organisations and a network of experts nationwide to analyse policy problems and find the best evidence-based solutions.

Communications and Engagement Division

The Communications and Engagement Division is responsible for promoting the Institute's profile, brand and reputation, and provides strategic advice to the Sax Institute's CEO and senior staff about what to say, how to say it, and the best way to deliver the Institute's messages. The Division manages and produces content for the Institute's communications channels, which include our websites, social media platforms, marketing materials, newsletters and key corporate publications such as the Annual Report. The Division also manages, contributes to and/or oversees events of various kinds, such as the Research Action Awards, conferences and training events; oversees the production of documents and collateral intended for external publication; and manages a program of work focused on engagements with external stakeholders, particularly those in the corporate and philanthropic sectors.

Purpose of position

This position is responsible for managing the logistical planning and delivery of the Institute's annual program of online, hybrid and in-person events, which collectively provide a key platform for the Institute to deliver on its work program. Types of events the person in this role will need to organise include small roundtables with senior health leaders, training sessions for researchers and policy makers, as well as larger workshops, meetings or conferences that can sometimes involve up to 200 attendees from the research and policy communities.

The role also supports the Institute’s Head of Public Affairs with general communications and/or administration tasks when required.

Key accountabilities

Key accountabilities	Performance expectations
Events management	<ul style="list-style-type: none"> • Planning, organising and facilitating online, hybrid and face-to-face events, including: meetings of the Sax Forum and other Members’ events; program-specific workshops; modules and sessions as part of the Sax Institute Training Program; the annual Sax Colloquium; the annual Research Action Awards event; and other events and conferences as required. • Supporting delivery of high-quality online events, anticipating and mitigating IT and other risks as appropriate including by training of speakers, staff and participants as required. • Creating, documenting and implementing key processes required for effective event planning, including but not limited to: project scoping, planning and scheduling; drafting budgets for Executive or manager approval; preparing contracts with suppliers and managing approval processes and invoicing; identifying possible venues and conducting site visits; assessing and engaging caterers, AV providers and other essential functions; liaising with venue management; compiling invitation lists; conducting invitation mail-outs and managing RSVP processes; managing registration and other logistics; managing bump-in and bump-out procedures, and post-event evaluations.
Events promotion and communications integration	<ul style="list-style-type: none"> • Developing high-quality events-related communications materials, including programs, invitations and reminders, and speaker’s packs; and disseminating them as required to key audiences using appropriate channels • Working closely with Communications colleagues to ensure integrated, effective and timely promotion and communication of events and effective use of digital and other channels
Training and support	<ul style="list-style-type: none"> • Working with different teams across the Institute (including managers and administration staff) to ensure the successful and smooth running of events and acting as a central co-ordination and liaison point between teams. • Providing guidance to Institute staff on events best practice, including in the use of events-related IT and AV systems.
Administrative support	<ul style="list-style-type: none"> • Assisting with the development and uploading of routine website content for the Institute’s peer-reviewed journal <i>Public Health Research & Practice</i> • Formatting journal manuscripts using Microsoft Word to prepare them for editing, following a checklist to ensure headings, tables,

paragraphs and text adhere to the template and are in line with the journal's style guidelines

- Assisting the Head, Public Affairs with general administration as required.
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Selection criteria: Qualifications, Skills, Experience and Personal qualities

Essential

To be successful the Events Coordinator should demonstrate the following technical and behavioural competencies:

- High-level organisational skills, with the ability to manage competing priorities to deliver excellent outcomes
- Excellent initiative and time management skills with the ability to meet required deadlines
- Accuracy and meticulous attention to detail
- Well-developed problem-solving skills and a high level of initiative, with the ability to adapt plans promptly as required in response to unexpected events
- Excellent written and verbal communications skills
- High-level interpersonal skills and ability to develop productive working relationships and liaise with a broad range of stakeholders positively and diplomatically
- Ability to work both autonomously and as part of a team environment
- Proficiency with ICT systems relevant to registration and booking for, and management, recording and sharing of events, including Eventbrite, Microsoft Teams and equivalent platforms, and the ability to adapt to emerging new technologies
- At least five years' experience in events coordination or events management roles
- Demonstrated high-level performance in a dynamic organisational setting dealing with diverse stakeholders
- Proficiency in Microsoft Office products including Word, PowerPoint and Excel, and the ability to design Word documents effectively and efficiently
- Proficiency in relevant technology platforms and processes, including Eventbrite, Campaign Monitor and mail merge

Desirable

- Proficiency in use of Adobe Creative Suite software, particularly Photoshop, InDesign and Acrobat Pro
- Understanding of, or experience in, WordPress content management systems
- Familiarity with the health and/or research sectors.

Challenges

- Dealing with multiple internal and external stakeholders and competing priorities
- Need to respond flexibly and diplomatically to changing situations and requirements.

Key stakeholders and relationships

- Sax Institute Executive, Division Heads, Program Managers, and administrative staff.

Key meetings/committees/working groups relevant to this role:

- Nil