



Role Profile

Position title	Events and Communications Coordinator
Location	Brisbane, Spring Hill
Reports to	National Marketing and Communications Manager (remote – Sydney)
Salary Range	SCHADS 5.1 (\$42.94/Hr) + superannuation + salary sacrifice
Status/Term	Fixed Term until 30 th June 2022
Hours	38 hours (full-time)

Position Statement

Primary Purpose of the Position

To provide a range of events and communication activities to effectively promote CREATE, its advocacy initiatives, services and programs. This role requires an experienced proactive, self-starter with exceptional attention to detail to play a key role in delivering CREATE Foundation's highly successful National Conference.

Key Areas of Responsibility

- Assist in the coordination of CREATE's National Conference which will be executed both face to face and online.
- Work collaboratively with key internal and external stakeholders to provide administrative and operational assistance in the planning and delivery of CREATE's National Conference.
- Participation in Committee Meetings and assisting in the team's adherence to the project plan.
- Coordination of registrations and responding to inquiries from delegates, sponsors and speakers.
- Provide support to the execution of grants provided to children and young people to attend the Conference.
- Content creation, review and proofing of communications including but not limited to websites, social media, collateral, magazines, reports and email campaigns.
- Work collaboratively with the Policy and Advocacy team to assist in influencing positive change for children and young people with a care experience.
- Monitor, track and report activities relevant to the role.
- Other duties as assigned.

Key Result Areas

- Actively participate in the execution of the Conference project plan and provide support to

ensure that the project plan goals and deadlines are met.

- Successful collaboration with Conference Committee members.
- Key stakeholder relationships are successfully built and maintained.
- Effectively coordinate the registration process for participants.
- Communications activities are executed effectively in a timely manner including design, content, production and reporting.

Financial Management

This role does not have delegated financial responsibility.

Reporting

This position reports directly to the National Marketing and Communications Manager who works remotely part-time from Sydney.

Organisational Citizenship and Teamwork

- Demonstrate an active, dedicated commitment to the CREATE mission and core principles.
- Actively seek to understand, represent and support CREATE's vision and company position to all stakeholders, internally and externally.
- Actively contribute to an environment of personal and physical safety for all staff, visitors and young people (incorporating company guidelines including OHS, discrimination and harassment, etc.)
- Participate in national CREATE initiatives, projects and events.

Selection Criteria

(Please limit response to two pages in total)

1. Relevant tertiary qualification (events, communications, business) coupled with a minimum of two years of experience in event management or related discipline.
2. Strong understanding and experience in working with key stakeholders to deliver events with positive outcomes.
3. Exceptional time management skills, highly organised administration skills with strong attention to detail with the ability to prioritise workloads whilst coordinating multiple projects to meet deadlines.
4. Excellent interpersonal, written and communication skills coupled with an ability to work both autonomously and as a productive member of the team.
5. Demonstrated ability to produce highly effective creative communications projects including content, design, production and execution.

Must successfully undertake relevant police/working with children checks.