

Position description

Title of position: Events Coordinator

Reporting to: Project Manager

Overview:

A graduate/entry-level position, the Events Coordinator is part of the Industry Development and Support (IDS) group, contributing to the effective delivery of extension activities and technical support to the Australian grape and wine industry.

Qualifications:

Diploma and above qualifications preferred, but not essential, ideally in business administration, marketing, tourism or event management.

Experience:

Experience in event management, administration, tourism, marketing and/or software applications is desired.

Principal Accountabilities:

1. Contribute to the coordination, promotion and end-to-end delivery of events, including management of event registrations and logistics (e.g. venues, catering, glassware, wines, deliveries), operating with a degree of autonomy, making day-to-day decisions relating to work priorities and workload management under the guidance of the Project Manager.
2. Support the roll-out and service support of digital platforms and custom-built software programs.
3. Contribute to operational and project plans, budgets, schedules, resources and stakeholder engagement to ensure the delivery of effective events that meet budget, timeframe and other key objectives.
4. Provide administrative support to the project, technical helpdesk and extension teams.
5. Update and maintain digital applications such as websites, calendars, schedules and budgets, as directed.
6. In conjunction with the Project Manager, identify areas in which administrative support can be improved and efficiencies gained.
7. Contribute to the preparation of reports as required.
8. Undertake other duties as directed by the Group Manager – Industry Development and Support, the Project Manager or the Managing Director.
9. Accept that all intellectual property, patents and discovery arising during the course of employment at the AWRI remain the property of the AWRI.

10. Promote the general well-being of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional and confidential manner.

Person specification:

1. Demonstrated initiative and excellent organisational skills with strong emphasis on time management and managing competing deadlines.
2. Ability to work independently and as part of a team.
3. Ability to identify opportunities for improvements in work systems and implement changes in collaboration with their manager and colleagues.
4. A focus on customer service and continuous improvement.
5. Demonstrated skills in the use of a range of computer applications such as Outlook, Word, Excel, PowerPoint, Zoom.
6. Willingness to use and/or learn a wide range of software applications (e.g. Slack, Trello, SQL, WordPress, Survey Monkey).
7. Excellent interpersonal skills and a capacity to build and maintain effective relationships with a range of stakeholders, including senior management, staff, industry contacts and other external parties.
8. Strong liaison, negotiation and influencing skills with demonstrated ability to promote and manage events with a wide range of parties and contacts at all levels.
9. Excellent verbal and written communication skills, with strong attention to detail.
10. Ability to plan activities, multitask and adapt to changing workplace priorities.
11. Hold a current drivers' licence.
12. Willingness and ability to travel within Australia to undertake project work.
13. Ability to undertake manual handling activities.

Workplace health and safety responsibilities:

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.