



POSITION DESCRIPTION

TITLE:	Events Coordinator
BUSINESS UNIT/DEPARTMENT:	Advocacy (Communications and Fundraising)
TYPE OF EMPLOYMENT:	1FTE
EFFECTIVE DATE:	April 2023
REPORTING RELATIONSHIP:	Team Leader, Fundraising

RESPONSIBILITIES

Our Purpose

Hutt St Centre's vision is an end homelessness. Our mission is to advocate with and empower people at risk of or experiencing homelessness, supporting them to rebuild their lives on their pathway to homefulness.

Your Purpose

The Events Coordinator is responsible for the successful coordination and execution of a wide range of events and functions to support fundraising goals.

You will be responsible for delivering impactful events which will see you work on our:

- Signature event Walk a Mile in My Boots
- Annual Business Lunch
- Donor engagement and stewardship functions
- Corporate partner fundraising events

It's a diverse role with exposure across all fundraising portfolio events and functions. You'll be a central part of our small team, who have interlinked roles to achieve our goals.

It's a hands-on role, and we're looking for someone who has a passion for events. This pivotal role will see your results directly affect the people we support.

KEY DUTIES

Fundraising events

- Plan, develop and deliver event operations and logistics for our major fundraising events Walk a Mile in My Boots and the Annual Business Lunch, working with internal and external stakeholders to meet deadlines and event targets.
- Coordinate functions that can include donor thank you and recognition activities eg Angel for a Day Thank you evening, fundraising dinners/lunches, and donor engagement activities.
- Support and provide guidance to corporate fundraising events that can include golf days and quiz nights.
- Support and provide guidance to community-based fundraising events.
- Assist with relationship management of event sponsors and suppliers and agreed deliverables to ensure long-lasting and mutually beneficial partnerships.
- Maintain effective communication across the team on the status of all events in progress.
- Work closely with the Volunteer Coordinator to organize volunteers for fundraising events and functions where required.
- Ensure events are professionally run and managed, and keep abreast of the latest developments/best practices in event management.

Hutt St Centre

POSITION DESCRIPTION

Organisational events

- Provide event coordination support for key events celebrating Hutt St Centre's Platinum Jubilee year in 2024.

Operations

- Conduct all activities in accordance with relevant regulations and legislations as determined by governing bodies and organisational policies and procedures.
- Risk management planning and assessment of events and functions.
- Evaluate and measure the success of events implementation and rollout providing detailed and high-quality reports.
- Undertake other administrative tasks, responsibilities, and team support as required.

EDUCATION/QUALIFICATIONS

- 2+ years' experience in end-to-end event management, with well-developed project management skills.
- Qualification in events management or marketing (desirable)
- A National Police Clearance and a DHS Working with Children Check and Disability Check.
- A valid driver's license.

KNOWLEDGE & SKILLS

Essential knowledge, skills and experience

- Proven experience in developing and coordinating successful events of varying scales in the corporate and/or not-for-profit sector.
- Demonstrated planning and project management skills in an events environment, and the ability to juggle competing deadlines and balance multiple events and initiatives.
- Experience in developing and implementing detailed project plans.
- Able to manage multiple priorities while maintaining an eye for detail.
- Ability to meet deadlines and work in a fast-paced environment with tight time frames.
- Highly developed interpersonal skills appropriate to establishing and maintaining effective working relationships with supporters, donors and the wider community.

Desirable knowledge, skills and experience

- A genuine interest in the for-purpose sector.
- Experience working with volunteers.

Attitude

- Solutions orientated - looks to overcome setbacks with good grace and a positive, forward-thinking attitude.
- Initiative and flexibility to positively adjust to changing requirements and situations.
- The ability to work effectively both autonomously and collaboratively with other team members, ensuring you are meeting your deadlines at all times.