

## POSITION DESCRIPTION

<b>ROLE:</b>	<b>Event &amp; Partnership Coordinator</b>
<b>ROLE PURPOSE:</b>	Coordination and delivery of a wide range of industry events, including the prestigious HIA Housing Awards program, member information sessions and social events, that meets the needs of HIA members, is aligned with HIA member engagement strategies and budget parameters.
<b>WHAT DOES THE ROLE DO:</b>	The Events & Partnership Coordinator will contribute to the region achieving agreed KPIs in Events and Partnerships as well as the accuracy in organisation of and the smooth running of HIA events in the region.
<b>HOW IS THE ROLE DONE:</b>	<ul style="list-style-type: none"> <li>• In collaboration with the wider team develop and deliver a high quality events program that supports the HIA strategic plan at a national &amp; regional level through:               <ul style="list-style-type: none"> <li>○ Assisting with preparation of annual events calendar</li> <li>○ Preparing and distributing marketing material for events promotion</li> <li>○ Responding to telephone enquiries from members and non-members</li> <li>○ Preparing event materials including invitations, ticketing and seat allocation, handouts, attendance sheets, etc.</li> <li>○ Source new presenters and information as appropriate to meet the demands of the event schedule</li> <li>○ Confirming speakers, venues etc. as directed</li> <li>○ Setting up rooms, organising audio and visual equipment, catering, etc.</li> <li>○ Maintaining records of participant registration and allocating CPD points</li> <li>○ Attending events as required</li> </ul> </li> <li>• Manage, promote and expand the HIA Awards through:               <ul style="list-style-type: none"> <li>○ Promotion and coordination of entries, judging and event delivery</li> <li>○ Facilitate an efficient and professional judging process including inductions, judging schedules and reviews</li> <li>○ Assist with the design process for all external communications, including invitations, entry brochures etc.</li> <li>○ Assist internal stakeholders with media and publicity of the awards</li> </ul> </li> <li>• Achieve defined and agreed targets (KPI's) for the events programs including award entries, event attendee numbers, overall program expenditure, and gross profit for allocated events</li> </ul>

	<ul style="list-style-type: none"> <li>• In conjunction with the team, assist in implementing an events communications strategy to ensure timely &amp; effective promotion of the events program to HIA members and non-members including invitations, emails, EDMs, webtiles, magazine articles and inserts, telemarketing, electronic circulations and website content.</li> <li>• In conjunction with the team, establish, develop and maintain new event and corporate relationships and promote partnership opportunities for the region</li> <li>• Proactively manage &amp; nurture key partner relationships to ensure that agreed benefits and commitments are delivered by both parties</li> <li>• Secure &amp; grow partnership revenue in line with budget and agreed partnership development initiatives to ensure profitability of events and other partnership funded activities</li> <li>• Responsible for ongoing financial management and monthly reporting of events program, including: <ul style="list-style-type: none"> <li>○ Invoicing, receipting and CRM records</li> <li>○ Maintaining accurate and reliable accounts receivable and payable details</li> </ul> </li> <li>• Assist with the development of annual events budget</li> <li>• Assist in the development, promotion and expansion of HIA's Business Partners / Building Women programs</li> <li>• Other duties as directed by the Executive Director and General Manager – Events.</li> </ul>
<b>KEY ACCOUNTABILITIES:</b>	<ul style="list-style-type: none"> <li>• Successfully coordinate and deliver a wide range of industry events that meet the needs of our members.</li> <li>• Achieve defined and agreed targets (KPI's) for the events programs including award entries, event attendee numbers, overall program expenditure, and gross profit for allocated events</li> </ul>
<b>ATTRIBUTES &amp; EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Strong organisational and time management skills</li> <li>• Proven track record in managing &amp; delivering quality events programs</li> <li>• Ability to handle conflicting priorities, multi task, and meet deadlines without sacrificing attention to detail</li> <li>• Ability to remain calm and level headed under pressure and remain professional at all times whilst representing HIA</li> <li>• Motivated, energetic and enthusiastic</li> <li>• Self-motivated and the ability to work within a team environment</li> <li>• Proven ability in developing and maintaining partnerships at a senior level and ensure delivery of partnership commitments</li> <li>• Ability to identify and realise commercial opportunities</li> <li>• Financial management and sales skills</li> <li>• Ability to maintain strict confidentiality at all times</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with Events Air, CRM and Openwater events platforms will be highly regarded</li> </ul>
<b>REPORTING:</b>	This role reports to General Manager - Events
<b>INTERNAL RELATIONSHIPS:</b>	<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Region Staff</li> <li>• HIA Event Staff</li> <li>• National Partnership Staff</li> </ul>
<b>EXTERNAL RELATIONSHIPS:</b>	<ul style="list-style-type: none"> <li>• HIA Members</li> <li>• HIA Sponsors / Partners</li> <li>• Venue Representatives</li> <li>• External Contractors / Industry Suppliers</li> <li>• Speakers &amp; MC for events</li> </ul>