



Professional Development and Events Coordinator

Reports to Operations Manager

FTE 0.6

Position Purpose

The Professional Development and Events Coordinator leads the operational delivery of ASBA's professional learning programs, webinars, events and CPD administration.

The role supports annual webinars, national learning programs, branch activities and professional development initiatives.

Key Responsibilities

Webinar Management

- Coordinate weekly webinars
- Manage registrations
- Liaise with speakers
- Provide technical support
- Coordinate post-event communications

CPD Administration

- Register and monitor certification for CPD programs
- Maintain attendance records
- Manage certificates
- Track CPD participation
- Support annual CPD audits.

Learning Platforms

- Maintain Intuto
- Upload resources and recordings
- Manage Vimeo content
- Support participant access.

Event Support

- Support leadership programs
- Coordinate online learning activities
- Assist with Chapter and Branch events

Qualifications and Experience

- Qualification in event management, education, training administration, business administration, or a related field (desirable).
- Formal qualifications are desirable; however, applicants with substantial relevant experience and demonstrated capability are strongly encouraged to apply.
- Demonstrated experience coordinating events, webinars, learning programs, training administration, or customer service activities.
- Experience supporting online learning platforms, professional development programs, or member engagement activities will be highly regarded.

Experience

- Experience coordinating webinars, events, or learning programs.
- Experience managing registrations and participant communications.
- Experience supporting learning management systems.
- Experience working with speakers, trainers, or facilitators.

Knowledge and Skills

- Event coordination.
- Webinar platforms and virtual event delivery.
- Learning management systems.
- Administration and record keeping.
- Customer support.
- Scheduling and logistics management.
- Strong attention to detail.

Personal Attributes

- Friendly and service-oriented.
- Highly organised.
- Reliable and methodical.
- Enjoys working with people.
- Adaptable and flexible.
- Strong follow-through.
- Positive attitude toward technology and learning.

19 August 2026