

POSITION DESCRIPTION

ROLE:	Event & Partnership Coordinator
ROLE PURPOSE:	Coordinate & deliver an effective, profitable and professional events program in NSW that supports the HIA regional events plan.
WHAT DOES THE ROLE DO:	Ensure support of HIA NSW events and supporting initiatives by successful delivery of NSW centric partnership funding in line with NSW budget targets.
HOW IS THE ROLE DONE:	<ul style="list-style-type: none"> • Assist in the program development, co-ordination and running of all NSW events including: <ul style="list-style-type: none"> ○ NSW Housing and Kitchen and Bathroom Awards ○ NSW Building and Business Show and the Sydney Home Show ○ NSW Apprentice of the Year Awards ○ NSW Industry Virtual Events ○ NSW Industry Outlook and Planning Breakfasts ○ Other events & partnership development activities as required. • Coordinate the administration of all NSW Events including the registration and invoicing of event attendees through the CRM, CPD point allocation, and forwarding event confirmations to members • Secure agreed partnership revenue in line with the NSW Partnership Action Plan and as directed by the Events & Partnership Manager. • Working with the graphics department to prepare promotional material for events such as invitations, htmls, webtiles, programs, and Building News articles • Working with HIA Website team to ensure that the NSW Events information is uploaded onto the website and kept up-to-date as required • Handle member queries and promotional efforts for upcoming events (including mail outs, electronic distribution and telemarketing) • Source suitable venues and suppliers (audio visual, production and entertainment) in conjunction with the Events and Partnership Manager • Negotiate venue and supplier rates to ensure event expenditure is within budget in conjunction with the Events and Partnership Manager • Liaise with key stakeholders for events including venues, partners (sponsors), speakers, external contractors and members • Coordinate and execute the delivery of NSW trade nights for members including member communication, registrations, venue liaison, speaker coordination and partner coordination (audio visual, production and entertainment) • Attend trade nights in Sydney Metropolitan and regional NSW as required • Book accommodation and travel arrangements for staff where required • Coordinate and execute the delivery of NSW Virtual Events • Assist in the delivery of partnership benefits relating to NSW events in conjunction with the Events and Partnership Manager. • Other duties as directed by the Events and Partnership Manager and Deputy Executive Director.
KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Revenue and profitability against the NSW Events and partnership budgets • Attendance numbers • Member satisfaction of NSW events

	<ul style="list-style-type: none"> • Building News partnership revenue • Partner satisfaction • Delivery of a high quality events within the required timeframes • Develop and maintain beneficial and productive relationships with partners and members
ATTRIBUTES & EXPERIENCE:	<ul style="list-style-type: none"> • Excellent verbal & written communication skills • Excellent project management skills • Budgeting and program management • Track record in managing & delivering quality events • Excellent administration skills • Commercial and business acumen • Achieving results via a “hands on” approach • Excellent time management skills • Ability to handle conflicting priorities, multi task, and meet deadlines • Ability to work within a team environment • Motivated, energetic and enthusiastic • Must be able to liaise with partners at a senior level and ensure delivery of partnership commitments • Able to remain calm and level headed under pressure and remain professional at all times whilst representing HIA • Strong problem solving skills • Experience with virtual events will be highly regarded
REPORTING:	This role reports to Events and Partnership Manager