

POSITION DESCRIPTION

ROLE:	Event and Partnership Coordinator- ACT/Southern NSW
ROLE PURPOSE:	The purpose of this role is to coordinate and improve the ACT/Southern NSW event program to support and recognise our members.
WHAT DOES THE ROLE DO:	<p>The Event and Partnership Coordinator:</p> <ul style="list-style-type: none"> • Manages, promotes, delivers and expands the ACT/Southern NSW event program • Develops and manages new and existing partnerships, and new business opportunities.
HOW IS THE ROLE DONE:	<ul style="list-style-type: none"> • Secure agreed partnership revenue to ensure a profitable and industry relevant events program by: <ul style="list-style-type: none"> ○ Cultivating relationships with HIA's existing partners and maximizing financial and other contributions, ○ Source and develop new relationships with potential partners including industry manufacturers and suppliers. • Ensure the successful organisation of ACT/SNSW events program, including support for events delivered by other business units. • Marketing events to potential attendees, including cold calling. • Uploading events into events management platform EventsAIR. • Registration of attendees at events, and recording of CPD points. • Ongoing financial management and monthly reporting of events program, including: <ul style="list-style-type: none"> ○ Invoicing and receipting payments. ○ Management of debtors. ○ Budgeting. • Other duties as directed by the Regional Executive Director.
KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Well organised and managed events • A profitable events program • Beneficial and productive relationships with partners and members
ATTRIBUTES & EXPERIENCE:	<ul style="list-style-type: none"> • Strong organisational, time management and budgetary skills • Ability to deliver results • Ability to handle conflicting priorities • Must be able to liaise with partners at a senior level and ensure delivery of partnership commitments • Ability to identify and realise commercial opportunities • Proven ability to develop and maintain networks in both the public and private sector • Previous experience in a similar role
REPORTING:	ACT & Southern NSW Regional Executive Director