



## Position Description

<b>Title</b>	Events Coordinator	<b>Department</b>	Engagement & Communications
<b>Reports To</b>	TBC	<b>Location</b>	Hybrid / Anywhere in Australia with Travel
<b>Salary</b>	TBC + allowance in lieu of not for profit salary packaging	<b>Status</b>	Permanent

### Organisational Context

HumanAbility is a not-for-profit, industry owned and led organisation that is contracted by the federal government. It was established as a Jobs and Skills Council for the health, human services, sport & recreation and early childhood industries to fulfil the requirements of the *Jobs & Skills Councils – Strengthening Australia’s National Vocational Education and Training System* program.

HumanAbility’s objective is to advance education by supporting skills and workforce development for the specified industries. It is a values-based organisation with a defined mission and vision, understanding the ultimate beneficiary of the work we do is our communities.

HumanAbility will achieve its objectives through:

- Implementation of the Jobs & Skills Councils – Strengthening Australia’s National Vocational Education and Training System program, or its replacement program, and similar programs supported by governments and/or industry;
- Workforce planning activities that develop strategies to address workforce challenges, using high-quality data and evidence on current and emerging skills needs (in collaboration with Jobs and Skills Australia) associated with a range of educational pathways, including vocational education and training (VET) and higher education;
- Formal and informal training product development, including resources aligned with standards set by Skills Ministers to improve the quality, speed-to-market and responsiveness of nationally recognised training products;
- Contributions to the implementation, promotion and monitoring of VET; and
- Industry stewardship to advance education by acting as a source of intelligence on issues affecting relevant industries and national training system opportunities.

### Position Purpose

We are seeking an experienced Events Coordinator to join our team. The ideal candidate will be responsible for planning, organising, and executing a wide range of events, including committees, workshops, forums, and other industry-focused gatherings. They will also coordinate the attendance of HumanAbility team members at a variety of internal and external events, conferences and meetings across the country. These events play a crucial role in facilitating collaboration, knowledge sharing, and engagement within our network of members, stakeholders, and industry professionals.

### Key Accountabilities

- Coordinate and manage HumanAbility internal and external events from end to end, including development, planning, promotion, logistics, and reporting.
- Liaise with stakeholders such as venues, contractors, and suppliers.
- Arrange travel, accommodation, and transport for events.
- Assist with managing the planning timeline and work to meet deadlines.
- Coordinate event operations, including planning, set up, execution, pack up, and debrief.
- Manage merchandise and branding, such as banners and posters.
- Coordinate digital and print content required for events, including programs, flyers, and media.
- Create nametags and guest lists.
- Develop Gantt charts and run sheets for ease of end-to-end event management.
- Coordinate the annual post-event review process, culminating in an annual review report with recommendations for enhancements.
- Source post-event feedback from attendees via surveys.

### Qualifications and Experience

- Proven experience in event coordination, with a successful track record of planning and executing various events. Qualifications in event management, hospitality or a related field would be highly regarded.
- Strong organisational and project management skills.
- Excellent written and verbal communication skills.
- Proficiency in event management software and Microsoft Office suite.
- Ability to work independently, with a keen eye for detail.
- Highly motivated, creative, and resourceful with a proactive attitude.
- Ability to manage multiple tasks simultaneously and meet deadlines.
- Passion for event planning and creating memorable, impactful experiences.