



## POSITION DESCRIPTION

TITLE	Events and Programs Coordinator
REPORTS TO	Senior Events and Programs Coordinator
CLASSIFICATION	Level 5
POSITION STATUS	Permanent / Full-time
LOCATION	University of Adelaide – North Terrace Campus

### YOUX MISSION

YouX exists primarily to:

- Provide amenities and services to its members; and
- To further the welfare of its members.

Further to its primary objects, it will endeavour:

- To be the main social, cultural, and support centre for all the students of the University of Adelaide;
- To represent the interests of the students of the University, individually and as a whole, to the University, government, and the community at large; and
- To ensure that its services are provided equitably across the major campuses of the University.

These objects will be achieved through a partnership of students, members, the University and staff.

### PURPOSE OF POSITION

The Events and Programs Coordinator will be responsible for assisting with the planning and implementation of events and programs at the University of Adelaide's three campuses (North Terrace, Waite, Roseworthy). In addition to the delivery of scheduled YouX events, this role will provide an event consultancy service to student club communities and coordinate student programs that provide a vibrant, supportive, and balanced experience at the University of Adelaide.

### KEY RESULT AREAS AND RESPONSIBILITIES

Key result area:	Major activities:
Event Management	<ul style="list-style-type: none"><li>• In conjunction with the Senior Events and Programs Coordinator conceptualise and develop detailed event plans.</li><li>• Project manage the operational delivery of a variety of events that are both small and large in scale. Including but not limited to:<ul style="list-style-type: none"><li>○ Site space bookings</li><li>○ Site layout design</li><li>○ Liquor Licensing requests</li><li>○ Equipment and infrastructure bookings</li><li>○ Volunteer management</li><li>○ Collateral (print and digital) coordination, including creative briefs for Graphic Designer</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ Activity, entertainment, catering, and other various contractor bookings</li> <li>○ Preparation of event briefings, run sheets and emergency evacuation plans</li> </ul> <ul style="list-style-type: none"> <li>● Coordinate event logistics with external and internal contractors.</li> <li>● Liaise with stakeholders on the delivery of events.</li> <li>● Coordinate the budget allocated for each event, ensuring invoices are coded correctly and paid within the required due dates.</li> <li>● Prepare risk request and event safety plans as required.</li> <li>● Act as site manager for bump-in, event duration and bump-out as required.</li> </ul>
Student Experience Director Program	<ul style="list-style-type: none"> <li>● Plan, recruit, deliver and coordinate the Student Experience Director Program.</li> <li>● Curate a valuable and interesting program for Directors that integrates their projects into the existing event calendar and operations.</li> <li>● Performance manage Directors to ensure they meet their KPIs and requirements to receive the program's honorarium.</li> </ul>
Major YouX Clubs Collaborations	<ul style="list-style-type: none"> <li>● Work in conjunction with YouX Clubs for major collaborative events.</li> <li>● Provide consultation and direction to YouX Clubs for planning and delivery of major events.</li> <li>● Create, Plan and deliver events for the Clubs community on behalf of YouX.</li> <li>● Create opportunities for positive YouX brand exposure within the Clubs community.</li> </ul>
Stakeholder and Relationship Management	<ul style="list-style-type: none"> <li>● Represent the Events team and YouX in a positive light to establish and maintain positive relationships with stakeholders including: <ul style="list-style-type: none"> <li>○ Internal departments</li> <li>○ University stakeholders (faculty staff, academics, property services etc)</li> <li>○ Students, student clubs and student representatives</li> <li>○ Event volunteers</li> <li>○ External suppliers/contractors</li> </ul> </li> </ul>
Administration	<ul style="list-style-type: none"> <li>● Contribute to the development and implementation of event policies, procedures, and practices.</li> <li>● Contribute to continuously improving the risk management framework for YouX events and programs.</li> <li>● Maintain and adhere to internal administrative practices in place for the events team, including record management.</li> </ul>
Participate in a positive culture	<ul style="list-style-type: none"> <li>● Attend staff meetings as scheduled.</li> <li>● Meet regularly with the Senior Events and Programs Coordinator and the Events team.</li> <li>● Have a team-oriented approach.</li> <li>● Voice views and concerns in a constructive manner.</li> <li>● Participate in quality improvement, training, and development activities.</li> <li>● Have a positive approach and attitude towards YouX services and membership.</li> </ul>
WHS	<p>Ensure that the work environment and work practices adopted lead to good health and safety performance. This involves compliance with all relevant WHS Legislation, Codes of Practice Standards, Policies, Operating Procedures and work instructions and being actively involved in YouX WHS systems and procedures.</p> <p>In particular all staff must:</p> <ul style="list-style-type: none"> <li>● Notify hazards incidents, accidents, and injuries</li> <li>● Use plant and equipment in a safe manner</li> <li>● Actively participate in appropriate WHS training</li> <li>● Do nothing which puts themselves or others at risk of injury or condone this behaviour in others.</li> </ul>

## SELECTION CRITERIA

Essential Criteria:	Desirable Criteria:
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in event management, community engagement or similar or significant relevant experience</li> <li>• Class C Driver's Licence</li> </ul> <p><b>Skills, experience, and knowledge</b></p> <ul style="list-style-type: none"> <li>• Proven event and project management skills including planning, staging, and evaluating.</li> <li>• Self-motivated and driven to deliver outstanding events and programs.</li> <li>• Ability to multi-task, with experience working on multiple projects at one time.</li> <li>• Ability to identify, prioritise and implement cost-effective solutions.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Proven time management skills.</li> <li>• Ability to prioritise and delegate where appropriate.</li> <li>• Pro-active team player with a positive attitude and an end-to-end goal-oriented approach.</li> <li>• Ability to problem solve.</li> <li>• Ability to work in a fast-paced environment.</li> <li>• Ability to collaborate with a variety of external and internal stakeholders.</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Responsible Service of Alcohol certificate</li> <li>• First Aid qualification</li> <li>• DCSI Working with Children Check</li> </ul> <p><b>Skills, experience, and knowledge</b></p> <ul style="list-style-type: none"> <li>• Ability to work with students and young people.</li> <li>• Knowledge and/or understanding of youth culture.</li> </ul>

## SPECIAL CONDITIONS

- The appointment will be subject to a 6 month probation period. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with the direct manager, using the YouX Performance Development process.
- Take personal responsibility for understanding and complying with YouX policies and procedures including WHS and equal employment opportunity.
- Out of hours work may be required. Time off in Lieu will be negotiated.
- Travel between campuses may be required.