



## POSITION DESCRIPTION

TITLE	Events and Programs Officer
REPORTS TO	Senior Events and Programs Coordinator
CLASSIFICATION	Level 4
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 Officer 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 develop opportunities to grow the existing YouX Volunteer Program and build a strong and connected student volunteering community on campus.

### 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>
Volunteer Program Development	<ul style="list-style-type: none"> <li>● Develop and continually improve a best-practice student volunteer program.</li> <li>● Work autonomously to identify volunteering opportunities on campus and in the wider community.</li> <li>● Develop and continually improve an appropriate rewards and recognition system for YouX volunteers.</li> <li>● Develop community-building initiatives to grow participation and retention of student volunteers.</li> <li>● Liaise with YouX departments to understand their volunteer needs and provide relevant requirements.</li> <li>● Develop partnerships with internal and external stakeholders.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>● Independently coordinate volunteering program including the recruiting, scheduling, and deploying of volunteers.</li> <li>● Manage the Better Impact volunteer administration database.</li> <li>● Coordinate all communications to volunteers including newsletters, emails, social posts.</li> <li>● Contribute to the development and implementation of event and volunteer 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 other 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>• Minimum two years' experience in a similar role.</li> <li>• Self-motivated and driven to deliver outstanding events and programs.</li> <li>• Proven administrative and organisational skills.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Proven time management skills.</li> <li>• Ability to multi-task, with experience working on multiple projects at one time.</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>• Experience working in youth volunteering or programming.</li> <li>• Knowledge and/or understanding of youth culture.</li> <li>• Demonstrated experience working with a diverse range of people from different backgrounds and cultures.</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.