

## Events & Membership Coordinator

### 1. SPECIFIC POSITION INFORMATION

#### Position

#### Descriptor

SACOSS organises a range of conferences, workshops, forums and other events through the course of a year. These are designed to engage, challenge, educate and activate our stakeholders and range from major conferences of a 100-200 people, to breakfasts for 60 people, to roundtables and meetings with 20 people or less.

The Events & Membership Coordinator is primarily responsible for the logistics (including advertising/promotion/sponsorship liaison) of these events, and works closely with policy staff and the CEO to ensure the events deliver the appropriate sector and political outcomes.

SACOSS is the peak body for the non-government health and community services sector in South Australia and is a member organisation. The Events & Membership Coordinator will be the primary point of contact for our existing member base and potential members and supporters. This role will have an important involvement in promoting to, engaging with and monitoring of SACOSS membership and the services and processes that it involves.

There are also other administrative responsibilities which form part of this role. The key roles and responsibilities are as listed in the Position Description below.

#### Tenure, Hours and Pay

The position is offered as an ongoing position, but is subject to funding. Funding, which underpins the position, is derived from grants and from sponsorships and other income generated through the events themselves.

The position is part time at 3 days per week (or 0.6 FTE spread across the week) with pay and conditions adjusted accordingly. It may be possible for the role to expand if the Event Coordinator's services can be successfully marketed to other sector organisations.

SACOSS has a policy of paying 5% over the SCHADS industry award and the position is offered at Level 4 or 5 of the award (depending on experience). Accordingly, the pay range for 0.6 FTE is between \$41K and \$48K per annum (\$35.04 - \$40.30 per hour).

**Timeline**

**Applications close 9am, Thursday 31 January 2019.**

Interview of short-listed applicants in the following 2 weeks.

Start date will be ASAP.

**Applications**

Applications addressing the Selection Criteria (below) should be sent to [recruitment@sacoss.org.au](mailto:recruitment@sacoss.org.au)

**2. SELECTION CRITERIA**

In accordance with the Position Description below.

**For further information, contact**

Jane Zadow

Manager Corporate Services

[recruitment@sacoss.org.au](mailto:recruitment@sacoss.org.au)

Phone: 08 8305 4222

## EVENTS & MEMBERSHIP COORDINATOR POSITION DESCRIPTION



3. POSITION DETAILS	
<b>Position Title</b>	Events & Membership Coordinator
<b>Reports To</b>	Manager Corporate Services
<b>Date Approved</b>	
<b>Tenure</b>	Ongoing, but subject to funding (including funding generated from events)
<b>Level</b>	SACOSS SCHADS Level 4 or 5
<b>Date Created</b>	January 2019
<b>Review Date</b>	January 2020
<b>Hours</b>	Part-time 0.6 (3 days/wk)
4. POSITION CONTEXT	
<b>Organisational Overview</b>	<p>The South Australian Council of Social Service (SACOSS) is the independent peak body for the non-government health and community services sector in South Australia.</p> <p>Established in 1946, SACOSS has now been advocating, collaborating, leading and mobilising to eliminate poverty, inequality and injustice in South Australia for more than 70 years.</p> <p>As a small, dynamic peak body, we have a number of key roles, including to:</p> <ul style="list-style-type: none"> <li>• Represent and give voice to the interests of people who currently experience poverty, inequality and injustice and the sector which supports them.</li> <li>• Research, develop policy and advocate on issues affecting disadvantaged South Australians and the sector that serves them.</li> <li>• Disseminate important information from the government to the community sector and from our sector back to government and the broader community.</li> <li>• Build the capacity of the health and community services sector and people faced with disadvantage to better respond to their circumstances.</li> </ul> <p>These roles underpin a five-year <a href="#">Strategic Plan</a>.</p> <p>SACOSS is governed by a Board, and has a Policy Council which meets monthly to discuss and have input in policy issues.</p>
<b>Position Purpose</b>	<p>To enable SACOSS to plan, facilitate and deliver, including secure sponsorship, a diverse range of large and small scale events. These events will engage SACOSS Members, key stakeholders, potential future members and the wider community.</p> <p>To assist with campaigns and broader activities where appropriate.</p> <p>Assisting to drive membership and supporter growth and retention, and enrich their engagement.</p> <p>Maximise use and access to SACOSS function rooms and other member services.</p> <p>This role also provides some administrative support to SACOSS.</p>

<b>Position Level Descriptor</b>	The Events & Membership Coordinator operates under direction from the Manager Corporate Services. The Events & Membership Coordinator will also be responsible for a range of general administrative and support functions.
<b>Accountability and Line Management Responsibility</b>	Reports to the Manager Corporate Services
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Some out of hours work is required.</li> <li>• A current driver's licence and own vehicle is desirable.</li> </ul>
<b>5. PRIMARY RESPONSIBILITIES</b>	
<b>AREA</b>	<b>KEY ROLES</b>
<b>Events</b>	<p>Internal</p> <ul style="list-style-type: none"> <li>• Plan, facilitate and deliver a range of quality SACOSS events, in conjunction with SACOSS Policy Leads, including forums, workshops, large scale conferences and other events which engage SACOSS members and the wider community</li> <li>• Assist in securing appropriate sponsors and help to manage and maintain existing and ongoing sponsor relationships</li> <li>• In conjunction with the SACOSS Communications Officer develop, upload and maintain the online presence of SACOSS Events</li> <li>• Complete post-events evaluations and reports for distribution to relevant stakeholders</li> </ul>
	<p>External</p> <ul style="list-style-type: none"> <li>• Provide occasional support to SACOSS member organisations and/or external stakeholders allowing them to deliver high quality events, as agreed by the Manager Corporate Services.</li> </ul>
<b>Membership and Services</b>	<ul style="list-style-type: none"> <li>• Contributing and assisting in membership growth and engagement strategies including developing services that promote membership retention</li> <li>• Be the first point of contact for membership enquiries, for both existing members and prospective members</li> <li>• Help in the maintenance of the membership database and accuracy of its records</li> <li>• Monitor renewals and assist with membership subscription and renewal processes and associated communications</li> <li>• Administration of the Marjorie Black Community Room and Daphne Gum Room hiring procedure</li> </ul>
<b>Communications Assistance</b>	<ul style="list-style-type: none"> <li>• Liaise with SACOSS Communications Officer to ensure high quality event promotion, communications and other membership engagement products (eg SACOSS eBulletin, sponsorship prospectus documents)</li> <li>• Liaise with external designer on production of SACOSS documents and publicity and events materials in conjunction with the Communications Officer</li> </ul>

<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>Undertake other duties as required in line with the SACOSS Strategic Plan</li> </ul>
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## 6. SKILLS / KNOWLEDGE / EXPERIENCE

### Essential:

- Experience in event organisation, administration, and delivery and the ability to organise events in a manner that mobilises support around strategic campaign objectives.
- Experience with membership and member organisations with a strong engagement focus.
- Demonstrated very high level of written and verbal communication skills, including the ability to prepare briefing notes, event reports, executive correspondence and public information documents.
- Developed ICT knowledge and experience including in website content management systems (specifically Drupal), civi crm database management and detailed knowledge of Office 2010.
- Demonstrated ability to engage, organise and enthuse others.
- Proven Initiative and problem-solving abilities.
- Ability to work to deadlines, including coping ability to successfully prioritise and manage complex and uncertain tasks.
- Awareness of social policy frameworks and public policy development, a basic understanding of issues relevant to vulnerable and disadvantaged South Australians and a commitment to SACOSS vision.
- Knowledge of and experience in the health and community services sector, or the NGO sector more broadly.
- Proven capacity to work with senior people in the non-government and government sectors.
- Ability to work with a range of Information and Communications technologies, including database (currently CiviCRM), mail distribution (currently MailChimp, but also Civi), social media, and a high level Word and basic office software skill.

### Desirable:

- Customer service and/or hospitality experience delivering strong catering knowledge and confidence hosting events
- Prior venue hire experience
- Demonstrated experience in sponsorship recruitment and management

## 7. ACKNOWLEDGEMENT

<b>Line Manager</b>		<b>Signature</b>	<b>Date</b>
<b>Employee Name</b>		<b>Signature</b>	<b>Date</b>