

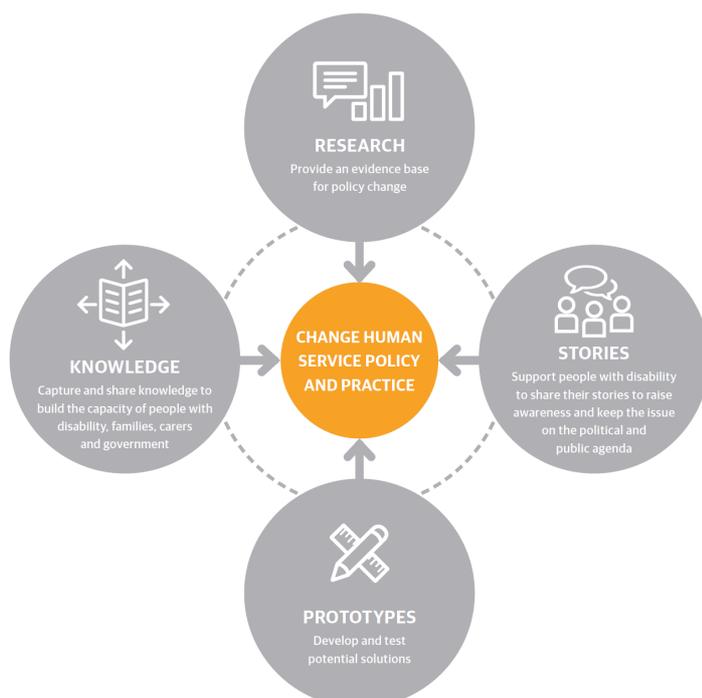
Event Co-ordinator | Position Description

Employment Type:	Full Time
Term:	Fixed Term 12 months
Location:	Box Hill
Reports to:	Chief of Staff
Works with:	Communications Team
Purpose:	To co-ordinate and deliver events which support all program areas of the organisation

About the Summer Foundation

Established in 2006, the key aim of the Summer Foundation is to change human service policy and practice related to young people in nursing homes. The Summer Foundation utilises a range of strategies to influence health, housing, aged care and disability service policy and practice related to this target group.

The Summer Foundation's four key strategies are:



Research ~ Our research underpins our work and provides an evidence base for policy and practice change.

Stories ~ Enabling young people with disability and their families to tell their stories and disseminating these stories is a powerful and effective tool for influencing the general public and decision makers.

Prototypes ~ We design and pilot potential solutions and then evaluate them through action research. This is an iterative process which involves: designing, building, evaluation and learning.

Knowledge ~ We capture, document and disseminate the knowledge generated from our research and prototypes in order to encourage others to replicate and scale our work.

What policy change do we want?

There are four key areas that must be addressed to resolve the issue of young people in nursing homes in Australia.

1. Ensure young people in nursing homes (or at risk of entering) have effective NDIS plans
2. Increase the range and scale of accessible and financially sustainable housing
3. Improve the interface between the NDIS, health and aged care gateway
4. Increase access to proactive health services that sustain community living

Position Summary

The Summer Foundation have recently undertaken a number of limited-term projects, which require delivery of a range of local, interstate and national events. When combined with the existing, ongoing events of the organisation, the volume of work associated with planning, co-ordination and delivery of events over the coming twelve months will require a dedicated, full time Event Co-ordinator.

Key Accountabilities

- **Event Planning:** co-ordinating the organisation's event calendar and thorough project management of each event to maximised the potential of each event to achieve planned objectives. Planning will cover all aspects of event co-ordination from inception, lead up, delivery and follow up
- **Event logistics:** responsibility for successful co-ordination of event elements such as venue, catering, technology, co-ordination and briefing of support staff etc
- **Event promotion:** co-ordination between the event project lead and the communications team to ensure timely, targetted event promotion
- **Event delivery:** attending and overseeing events to ensure the smooth delivery and success of events

Core Competencies

The Job Holder's values will match those of the Summer Foundation. The Summer Foundation's values include:

Vision: We are creative, innovative and resourceful. We continually strive to be the best

Integrity: We act with integrity and honesty in everything we do

Communication: We communicate openly by exchanging information and actively listening to all stakeholders

Team Spirit: We value and recognize the contribution of our colleagues, both locally and globally. We enjoy working together to achieve outstanding results and total job satisfaction

Corporate Responsibility: We act responsibly within our community and care for the environment

Work related Competencies

Stakeholder engagement: Establishes and maintains relationships with people at all levels; forges partnerships with people across a variety of professional backgrounds and organisation types; builds trust through consistent actions, values and communication.

Communication: Articulates complex issues through clear written communications; confidently engaged with external stakeholders and builds new relationships.

Project Planning: Ability to map and proactively and confidently manage projects with strong attention to detail

Professional Qualifications

Applicants will have a post secondary qualification related to event management and/or at least five years experience successfully co-ordinating events.

Other Relevant Information

- The position description is indicative of the initial expectation of the role and subject to changes to Summer Foundation goals and priorities, activities or focus of the job.
- The position is a fixed twelve-month term position to support the delivery of events which relate to range of Summer Foundation time-limited projects.
- The position will require attendance at most events to deliver the necessary 'on-the-ground' co-ordination. Many of the workshops being held over the coming months will be delivered interstate.