



## Position description: Events Coordinator

### Position details

Employment classification	Permanent Full time
Probationary period	6 months
Location	Sydney
Reports to	Events Manager

### The Organisation

Supply Nation is the Australian leader in supplier diversity, established in 2009 to connect our membership of Australia's leading brands and government with Indigenous businesses across the country.

Supply Nation's rigorous registration and certification processes ensure our members can be confident of Indigenous ownership. With Indigenous businesses active in every state and territory, in every industry sector, Supply Nation has been central to the growth of a new economic force.

Supply Nation is proud to be the first and pre-eminent supplier diversity organisation in Australia. Supply Nation maintains its vision of a prosperous, vibrant, and sustainable Indigenous business sector, and believes that a collaborative and united approach is the key to achieving real change.

### Key behaviours and values

Supply Nation's values guide the way we work without members and suppliers, within our communities and with each other. Through integrity, accountability, collaboration, excellence and empowerment, we create a culture where ideas flourish and a difference is made. We work together to transform the Indigenous business sector.

#### Integrity

We care deeply about what we do and how we do it. We stand up for what we believe in.

#### Accountability

We take responsibility for our own actions. We honour our commitments.

#### Collaboration

We work together as a unified team to produce the best results for our customers.

## Excellence

We are committed to consistent professionalism as a positive, flexible and responsive, innovative and efficient team.

## Empowerment

We create and promote a culture where all may thrive.

## Position summary

Supply Nation is the Australian leader in Supplier Diversity and provides a direct business to business purchasing link between corporate Australia, government agencies and Indigenous owned businesses.

Our events aim to foster connections between our Indigenous businesses and corporate, government and not-for-profit members and highlight our positioning as a leader in the Indigenous business sector.

Our events are integral to what we do in connecting our stakeholders and positioning our organisation as a leader in the space.

Reporting to the Events Manager and working within the Marketing, Communications and Media team, the overall objective of this role is to ensure events run smoothly, on budget and are of an exceptional standard.

This role will be critical in supporting the promotion and delivery of Supply Nation events including trade fairs, forums, and networking events through provision of administration, project management, logistics, registrations, venue liaison and communications. In addition, this role will assist with producing our annual flagship event 'Connect', which includes a conference, tradeshow, gala awards dinner and secondary events.

The Events Coordinator will have excellent time management and prioritisation skills to ensure that all events are delivered within budget/timeframe and to an exceptional standard.

The functions of the role will continue to evolve with the needs of the organisation and our stakeholders.

## Key responsibilities

The key responsibilities of the role are to:

### **Cultural leadership and advocacy:**

- Champion cultural values and integrity within the organisation, suppliers and members.
- Foster a culture of cultural learning, respect and inclusion among staff and stakeholders.
- Respect and embed cultural practices and knowledge as BAU.
- Support the development and implementation of initiatives that support and grow the organisation's Indigenous workforce.

### **Event Planning and Execution**

- Manage, produce and deliver our annual flagship event Connect: tradeshow, gala awards dinner and any secondary Connect events.
- Support the Events team in delivery of aspects of other ad hoc events including registrations, venue liaison, contractor management, online event logistics and communications.
- Work collaboratively with relevant teams to ensure attendance targets for events are met.
- Support the Events team in the Sponsorship and Speaker logistics, contracts, inclusions and deliverables for the annual Connect event.
- Support the Events team in the Supplier Diversity Awards logistics and process for the annual Connect event.
- Develop and assist with event-related communications/marketing tasks where required (including internal communications to Supply Nation staff).

## General

- Support the management and delivery of Supply Nation events including trade fairs, forums, and networking events through provision of administration, project management, logistics, registrations, venue liaison and communications.
- Assist with producing reports on Supply Nation events to the CEO, Board, Committees and Senior Leadership Team.
- Manage Supply Nation merchandise.
- Provide administrative assistance to the Events team.
- Support broader team with a range of other events.

## Workplace health and safety

- Maintain a clean and safe work environment while complying with all safety policies and procedures;
- Escalate all workplace accidents and hazards to the CEO, and implement immediate action for identified hazards if able to do so;
- Participate in workplace consultative meetings and recommend improvements to relevant work place health and safety practices within the workplace.

## Key selection criteria

### Specialist knowledge and attributes

Be able to demonstrate:

- Knowledge and understanding of Indigenous societies, cultures and issues affecting Indigenous Australians in business.
- Tertiary qualifications in event management and demonstrated experience working in a professional/business environment.
- Experience in delivering large scale events including, but not limited to: conferences, tradeshow, gala dinners, training, forums, workshops.
- Experience with ticketing systems (e.g. Eventbrite, Humanitix or similar)
- Experience with EDM systems (Autopilot experience a bonus); Salesforce or other similar CRM system.
- Experience with virtual/online event platforms.
- Intermediate to advanced knowledge of Microsoft Office – Outlook, Excel, Word, PowerPoint
- Ability to problem solve and work independently.
- Experience in event coordination, delivering large scale events with successful outcomes including but not limited to:
  - Planning events from start to finish according to requirements, target audience and objectives.
  - Preparing budgets and ensuring adherence.
  - Sourcing and negotiating with vendors and suppliers.
  - Managing event logistics (venue, catering...).
  - Preparing run sheets and allocating to relevant team members.
  - Supervising staff.
  - setting up exhibitor and attendee processes.

### Skills and experience

- Exceptional time management and prioritisation skills to deliver outcomes on time
- A strong commitment to superior customer service
- Excellent interpersonal skills and the ability to communicate with a diverse range of stakeholders
- Experience with ticketing systems (e.g. Eventbrite, Humanitix or similar)
- Experience with EDM systems (Autopilot experience a bonus); Salesforce or other similar CRM system
- Experience with virtual/online event platforms
- Intermediate to advanced knowledge of Microsoft Office – Outlook, Excel, Word, PowerPoint
- Ability to problem solve and work independently

### Additional requirements

- Attendance at after-hours meetings and/or events may be required
- Interstate travel may be required for events