

## **Position Description: Executive – Events**

**Role title:** Executive - Events

**Reports to:** Manager – Communications

**People Management:** None

**Work Type, Location:** Full-Time, Office based, Surry Hills/ Brisbane

**Your own Internal Customers:**

- (1) Supervisor (and reporting line)
- (2) Other Engagement Team Members

**Organisational Customers that all AIEF roles serve:**

- (1) Students and Alumni
- (2) Funding partners and donors
- (3) AIEF advocates (Board, Patrons, Ambassadors)
- (4) Volunteers

### **About AIEF**

*Hard Heads, Soft Hearts, Capable Hands*

The Australian Indigenous Education Foundation (AIEF) was established in 2008 in response to community demand from Indigenous families who choose to enrol their children in boarding schools.

Bringing together the government and private sector, AIEF provides scholarship funding for Indigenous students to complete Year 12 or tertiary studies, with career support to help them make a successful transition to employment.

Backed by some of Australia’s most influential business, philanthropic and community leaders, AIEF has grown from one scholarship student in 2008 to now supporting over 1,200 young Indigenous people from over 400 communities in every state and territory across Australia.

AIEF exists to remove financial barriers hindering Indigenous students and their families from choosing a quality boarding school education. Under a family and school-led model, AIEF provides co-funding to enable Indigenous students to complete their studies at an AIEF Partner School.

AIEF is a non-political and non-religious organisation that respects each individual’s personal beliefs. We remain non-partisan on political, social and religious issues in order to reflect the breadth and diversity of our stakeholders and the plurality of views among them.

[www.aief.com.au](http://www.aief.com.au)

## The Role

Reporting to the Manager – Communications and working closely with team members, the Executive – Events is responsible for providing administration, coordination and delivery support for AIEF program and non-program events and activities.

This role works across a number of different teams within AIEF to organise events and activities that engage students, alumni, Corporate Partners and other stakeholders in order to achieve the best outcomes for Indigenous students and alumni.

### 1. Critical Success Factors

The Executive – Events will be an experienced administrator with a strong background in a similar role. The critical success factors for this role will be to:

1. Understand and master the normal business requirements of your role and all the systems and procedures used at AIEF (defined as BAU Mastery).
2. Maintain a high level of organisation and prioritisation of administration tasks and projects.
3. Be an expert in the things that fall within your responsibilities with flawless execution.

To have success in this role you will also: (behaviour/ core capabilities/attributes)

- a) Have a strategic mindset, and the ability to solve problems, find solutions, use initiative and work autonomously.
- b) Have strong written skills and administration skills with a high level of attention to detail to plan, execute and diary manage.
- c) Have demonstrated time management skills.
- d) Have a desire to learn all aspects of event and activity coordination at AIEF in order to deliver a variety of quality events.
- e) Possess a strong work ethic and willingness to take on whatever tasks are necessary to ensure events run smoothly.
- f) Have strong verbal communication to report-up to your supervisor as well as collaborate across the wider AIEF Team.
- g) Align with AIEF Values and live them in practice. Self-advocate, contribute to a high-performance and positive work environment, be agile and capable of dealing calmly and professionally with priorities arising at short notice.

### 2. Key Responsibilities

The Executive – Events will have responsibility and accountability for the **Critical Success Factors** above and the following functions and activities covering business support.

- a) Coordinate and deliver AIEF program and non-program events and activities within agreed timeframes, ensuring they run smoothly and efficiently. This includes collaborating across multiple teams to coordinate event logistics and administration.

- b) Coordinate AIEF representation at external events by team members, advocates, students and/or alumni.
- c) Liaise with representatives of Corporate Partners, Advocates and other supporters and suppliers regarding event requirements.
- d) Coordinate guest speakers, facilitators and external organisations to deliver activities.
- e) Monitor event outcomes and collaborate across the organisation to implement improvements.
- f) Attend events as required, including regional and interstate.
- g) Pre and post event management including reporting, photos, correspondence and internal communication.
- h) Work with the Communications Team to develop collateral for events.
- i) Collect and track event data to measure performance and contribute to decisions regarding future activities by maintaining AIEF's CRM database.
- j) Ensure all event procedures and policies are fit for purpose and up to date.
- k) Quarterly and annual Engagement Reporting.
- l) Other tasks as required.

### **3. Essential Qualifications and Experience**

The right person for this role is motivated by AIEF's mission and values and also has:

- Tertiary or other qualifications in related field.
- Superior administration skills, including using Microsoft Outlook for emails and calendar entries, Microsoft Word and Excel.
- Experience with data management and analysis and a high level of expertise and accuracy in using and maintaining customer relationship management (CRM) databases or similar.
- A highly skilled communicator with an ability to build effective and professional relationships with corporate stakeholders, other external stakeholders and across teams within AIEF.
- The ability to build processes and systems in collaboration with other stakeholders.

***Interstate travel may be required for this role on occasion.***

AIEF is committed to the [National Principles for Child Safe Organisations](#): to creating environments where the safety and wellbeing of children and young people is at the centre of our thoughts, values and actions.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Governments as a condition of employment. The Australian Indigenous Education Foundation is committed to the safety and wellbeing of our students, our stakeholders and our team as well as their families and communities. Therefore, all new employees starting at AIEF will need to be fully vaccinated against the COVID-19 virus.



AIEF is a focussed and non-partisan, non-political organisation that advocates for its mission and works with all levels and of government and politicians of all persuasions, but does not engage in advocacy on any other political issues or social causes, nor does it represent or advocate on behalf of its students, alumni or other stakeholders on any such issues.