



POSITION DESCRIPTION

POSITION TITLE	Coordinator, Events	
REPORTS TO	Manager, Events	
MAIN PEOPLE INTERACTIONS	INTERNAL Manager, Marketing & Communications AISWA Consultants Administrative Support	EXTERNAL Member schools External Visitors/Guests
POSITION PURPOSE	This role provides administrative and operational support to ensure an efficient and professional learning experience for AISWA members, visitors, and guests.	
PURPOSE, VALUES AND BEHAVIOURS	<p>PURPOSE To lead, serve and advocate for the WA Independent Schools sector.</p> <p>OUR VALUES</p> <ul style="list-style-type: none"> • Integrity • Service • Equity • Stewardship <p><u>Integrity – We build trust through honesty and integrity.</u> As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p><u>Service – We actively listen, lead, and support our sector.</u> We deliver a positive and sustainable service to our members. We are responsive, we listen and lead our sector by offering the best evidence-based programs and services.</p> <p><u>Equity – We celebrate choice and diversity.</u> We encourage a workplace that celebrates and provides equal opportunities for all employees. This equity extends to our members where we advocate for our schools that provide diversity and choice in education for the Western Australian community.</p> <p><u>Stewardship – We responsibly and ethically manage resources entrusted in our care.</u> We promote the importance of independent education through strong stewardship and highlight that it contributes to a diverse choice in education. We seek new opportunities to advocate, deliver new solutions and programs that strengthen independent schools in Western Australia.</p> <p>EXPECTED BEHAVIORS AND ATTITUDES:</p> <ul style="list-style-type: none"> • Actively support AISWA’s Purpose • Comply with AISWA’s Values, Policies, Procedures, and Codes • Adhere to all Health and Safety laws and contribute to a safe and healthy workplace. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
<p>Provide Effective and Efficient Support</p>	<p>Administrative</p> <ul style="list-style-type: none"> ● Handle incoming inquiries (phone and email) in a professional and timely manner ● Manage the shared Events Inbox ● Oversee ordering and stock control for the Staff room and Professional Learning Suites ● Deliver high-quality customer service and support to internal and external presenters and event participants ● Process invoices through our accounting software (ProSpend) and liaise with the accounting team as required ● Manage internal and external pre- and post-event communications ● Demonstrate a high level of administrative skills and proficiency in Microsoft Office, or willingness to learn ● Creating run sheets, signage, and other event documentation ● Ensuring all events align with the AISWA brand and Professional Learning Guidelines <p>Operational</p> <ul style="list-style-type: none"> ● Liaise with the internal IT Team to provide technical support during event delivery or as required, including but not limited to: <ul style="list-style-type: none"> ○ Webinar setup and management ○ Assisting presenters with minor technical issues ○ General technical support ● Coordinate, manage and deliver internal Professional Learning events efficiently and effectively including: <ul style="list-style-type: none"> ○ Managing catering and beverage service, including ordering, invoicing and service throughout the event ○ Providing presenter and participant support ○ Setting up and packing down event spaces, including furniture arrangements, coffee machine and tea station set up, clearing and washing dishes, cutlery polishing, general tidying and any other necessary preparations ○ Ensuring AISWA marketing materials and sponsorship deliverables meet requirements ○ Supporting webinars and online events as needed <p>General</p> <ul style="list-style-type: none"> ● Provide support to the Event Manager as required ● Assist the Strategic Communications and Business Development team as needed
<p>Other</p>	<ul style="list-style-type: none"> ● Support the Communication and Marketing team as required, including: <ul style="list-style-type: none"> ○ Photography ○ Videography ● Undertake other duties as requested by the Director
<p>Position Selection Criteria</p>	<ul style="list-style-type: none"> ● Previous experience in events or hospitality is preferred, with formal qualification in events accepted in lieu of experience ● Enthusiasm and flexibility to move between operational and administrative requirements ● Strong proficiency in both oral and written communication ● Meticulous attention to detail ● Current 'C' Class drivers' licence and access to a licenced vehicle for work use, as required
<p>Qualifications</p>	<ul style="list-style-type: none"> ● A Diploma of Event Management or a similar qualification is highly desirable