



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Events Manager/Coordinator</b>	
<b>REPORTS TO</b>	<b>Director, Strategic Communications and Business Development</b>	
<b>MAIN PEOPLE INTERACTIONS</b>	<b>INTERNAL</b>  Education Consultants Administrative Support Officers	<b>EXTERNAL</b>  School Members Non-member schools Visitors Suppliers
<b>POSITION PURPOSE</b>	This role will provide an enthusiastic, warm, and efficient welcome to member and non-member schools, staff, and any members of the public interacting with AISWA. The position includes providing planning and operational support for all onsite professional learning activities and AISWA-wide events, ensuring a high-quality experience for all participants. With a “can do” attitude, this role acknowledges the importance of all aspects of event management and understands that flexible hours are required to fulfill these responsibilities effectively.	
<b>PURPOSE, VALUES AND BEHAVIOURS</b>	<p><b>PURPOSE</b></p> <p>To lead, serve and advocate for the WA Independent Schools sector.</p> <p><b>OUR VALUES</b></p> <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Service</li> <li>• Equity</li> <li>• Stewardship</li> </ul> <p><b><u>Integrity – We build trust through honesty and integrity.</u></b>            As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p><b><u>Service – We actively listen, lead, and support our sector.</u></b>            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><b><u>Equity – We celebrate choice and diversity.</u></b>            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><b><u>Stewardship – We collaborate to deliver choice in education.</u></b>            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><b>EXPECTED BEHAVIORS AND ATTITUDES:</b></p> <ul style="list-style-type: none"> <li>• Actively support AISWA’s Purpose</li> <li>• Comply with AISWA’s Values, Policies, Procedures, and Codes</li> <li>• Adhere to all Health and Safety laws and contribute to a safe and healthy workplace.</li> </ul>	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
<b>Provide Professional Learning Service</b>	<ul style="list-style-type: none"> <li>• Welcome participants, guide them to the relevant Professional Learning Suite and oversee sign-in procedures,</li> <li>• Ensure that the Professional Learning Suites are adequately resourced, maintained and efficiently administered to deliver a high-quality training facility.</li> <li>• Manage events for the AISWA Professional Learning Suites, overseeing and being responsible for all onsite bookings and catering arrangements.</li> <li>• Confirm upcoming booking requirements, collaborating with event hosts during the planning stage to address all event needs.</li> <li>• Communicate with participants both pre and post event with details, information, surveys, and certificates, when required.</li> <li>• Coordinate catering for meetings and events, ensuring alignment with event specifications and timings.</li> <li>• Collaborate with catering suppliers to secure optimal pricing and service, including periodic reviews, supplier tendering and/or negotiation.</li> <li>• Conduct clean-up of events facilities and arrange rooms for subsequent events. This may include but is not limited to: <ul style="list-style-type: none"> <li>○ Dish removal and cleaning</li> <li>○ Cutlery polishing</li> <li>○ Wiping benchtops and tables</li> <li>○ Restocking snack bar and coffee machines</li> <li>○ Cleaning coffee machines</li> </ul> </li> <li>• Collaborate with AISWA's IT staff to provide technical support in the Professional Learning Suites, including microphone testing, assisting presenters with the AISWA Guest Wi-Fi network connections, and basic trouble shooting.</li> <li>• Update and manage the display of event details on TV screens and other communication avenues.</li> <li>• Ensure signage is positioned appropriately for the event, including both external and internal signage.</li> <li>• Collaborate with marketing staff in capturing photos, video and sound recording of the learning experiences.</li> <li>• Ensure sponsors are appropriately acknowledged when required through the positioning of signage, inclusion of logos in presentation slides, and distribution of collateral.</li> <li>• Seek to continually improve the processes involved in the AISWA event suite and work to action items that will deliver efficiency and enhance the participant's experience.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Assist in the planning, organisation, and implementation of major AISWA events, many of which occur in external locations.</li> <li>• Process invoices and receipts relating to the Professional Learning Suites.</li> </ul>
<b>Software Specific Requirements</b>	<ul style="list-style-type: none"> <li>• Proficiency with Microsoft Office Suite (Outlook, Word, Publisher, Excel, PowerPoint, and Teams).</li> </ul>
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and ability to be flexible with work arrangements.</li> <li>• Previous experience in events management is highly desirable.</li> <li>• Demonstrated exceptional organisational skills, with the ability to manage a diverse workload within specified time constraints.</li> <li>• Strong proficiency in both oral and written communication.</li> <li>• Meticulous attention to detail.</li> <li>• Demonstrated outstanding customer service skills.</li> <li>• Current 'C' Class drivers' licence and access to a licenced vehicle for work use as required.</li> </ul>