

DRAFT JOB DESCRIPTION

JOB TITLE:	Events Coordinator (Part-time) (Contract Role till End 2025)
DEPARTMENT:	Engagement
JOB HOLDER:	
REPORTS TO (JOB TITLE):	Community Engagement Coordinator

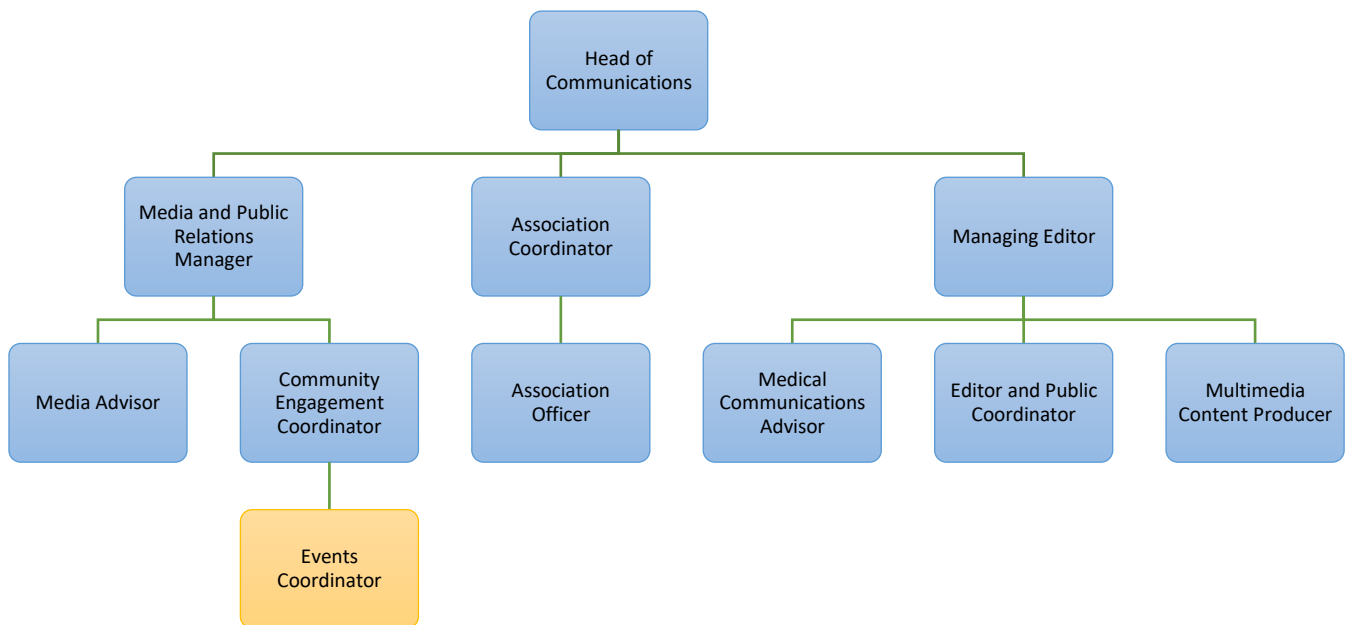
JOB PURPOSE

This role is crucial to support MSFA's strategic priority to meaningfully engage our communities across Australia and New Zealand. The Events Coordinator will provide specialised event management skills to deliver high-level logistics and project management for in-person and online events, supporting brand, fundraising, recruitment, advocacy, and awareness objectives.

DIMENSIONS

- Project management of multiple in-person and online events, ensuring successful execution.
- Budget oversight and financial tracking for event-related expenses.
 - Coordination with internal stakeholders and external partners to achieve event goals.
 - Ensuring compliance with relevant event planning regulations and permits.
 - Engaging audiences through strategic event planning to enhance MSFA's outreach and impact.

ORGANISATIONAL STRUCTURE



DATE:	
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CONTEXT

MSFA currently has a gap in event management capacity, which impacts the ability to deliver high-quality events supporting fundraising, advocacy, and international HR recruitment. The Events Coordinator will play a key role in planning and executing events aligned with MSFA's objectives.

ACCOUNTABILITIES

- Lead project management for online and in-person events, including coordination, budget oversight, risk analysis, and timeline development.
- Support Associative events such as the annual general meeting in collaboration with the Association Coordinator.
- Develop an Annual Events Calendar across ANZ in support of advocacy, brand, recruitment, and fundraising objectives, in collaboration with the Community Engagement Coordinator and Media & PR Manager.
- Identify opportunities for MSF spokespeople to participate in external events in relevant sectors.
- Work with the Head of Fundraising and Senior Fundraising Managers to develop an annual event plan for supporter engagement.
- Ensure effective outreach planning and execution for each event.
- Manage event logistics, including liaising with suppliers for venue, catering, and booking systems.
- Develop run sheets and briefing documents for each event in collaboration with the Community Engagement Coordinator.
- Work with Communications and Digital teams to promote events effectively.
- Evaluate event success through reporting and provide recommendations for improvement.

KEY PERFORMANCE INDICATORS

- Successful execution of planned events within budget and timeline.
- Increased engagement and attendance at MSFA events.
- Effective coordination with internal and external stakeholders.
- Enhanced brand visibility and advocacy impact through events.
- Positive post-event feedback and measurable improvement in event outcomes
- Consistent use and promotion of MSF style, brand and DEI guides across all work.

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CHALLENGE & CREATIVITY / DECISION-MAKING

- Managing multiple events simultaneously while ensuring quality and impact.
- Identifying and securing high-value event opportunities.
- Addressing unforeseen logistical challenges effectively.
- Innovating event formats to enhance audience engagement.

KNOWLEDGE, SKILLS & EXPERIENCE

- Experience in an event management role in private, public, or not-for-profit sectors.
- Knowledge of event planning regulations, permits, and compliance requirements.
- Budget management and financial tracking experience.
- Strong organisational skills for multitasking and meeting deadlines.
- Excellent verbal and written communication skills.
- Strong negotiation skills for securing venues, sponsorships, and services.
- Ability to problem-solve and make decisions under pressure.
- Innovative mindset for enhancing attendee experience.
- Strong interpersonal skills to liaise with stakeholders and advocate for community engagement.
- Commitment to MSF's aims and principles.

COMPETENCIES

Commitment to MSF Australia's vision and principles

Commitment to DEI principles

Acts with integrity, honesty and credibility

- Strategic event planning and execution.
- Stakeholder engagement and relationship management.
- Effective budget management and financial oversight.
- Strong problem-solving and adaptability skills.
- Communication and collaboration across teams.
- Proactive approach to event opportunities and partnerships.

DATE:	
Signed: (Job Holder)	
Signed: (Manager / Director)	