

# Position Description



**Very Special Kids believes that all children and young people have the right to quality of life, no matter how long or short their life may be.**

Position Title:	Event Coordinator
Location:	321 Glenferrie Road, Malvern
Department	Fundraising & Marketing
Reporting To:	Fundraising Events Specialist
Main Purpose of Position:	The Event Coordinator is responsible for supporting the planning, coordinating and delivery of high-quality Very Special Kids events. This role coordinates event logistics end-to-end while working collaboratively with internal teams, suppliers, volunteers, and stakeholders to ensure exceptional attendee experiences and strong financial outcomes
Number of Direct Reports	None
Decision Making Authority	As per Very Special Kids' Delegation of Authority
Key Relationships	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Fundraising Events Specialist</li> <li>• Fundraising Manager</li> <li>• Fundraising Events Coordinators</li> <li>• GM - Fundraising &amp; Marketing</li> <li>• Fundraising &amp; Marketing Team</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Event suppliers, venues, contractors and corporate partners</li> <li>• Event guests, participants, supporters and donors (as required)</li> </ul>
Key Selection Criteria	<p><b>Qualifications &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Degree in Event Management, Marketing, or related discipline (preferred).</li> <li>• Minimum 3 years' experience supporting events.</li> <li>• Proven experience coordinating events end-to-end.</li> <li>• Experience working with volunteers.</li> <li>• Background in charity or not-for-profit sector desirable</li> </ul> <p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Strong organisational and project management skills</li> <li>• Ability to manage multiple tasks and deadlines simultaneously</li> <li>• Excellent interpersonal and communication skills</li> <li>• High attention to detail and practical problem-solving.</li> </ul>

- Proficiency in Microsoft Office; ideal experience with Salesforce and peer-to-peer platforms desirable
- Personal Attributes**
- Highly organised, energetic team player who is proactive and demonstrates strong initiative, with the ability to work autonomously as well as effective under direction
  - Compassionate, values-driven and strongly aligned with Very Special Kids guiding principles
- Key Responsibilities:**
- Event Planning & Delivery**
- Coordinate the end-to-end planning and delivery of events, ensuring everything runs smoothly.
  - Develop event project plans, timelines, and checklists to ensure milestones are met.
  - Prepare detailed run sheets and operational plans that clearly outline timings, responsibilities, and event logistics to ensure optimal event flow and all stakeholders are aligned.
  - Create site plans, parking and traffic plans (if needed), bump in/bump out schedules.
  - Coordinate event operations, including venues, catering, AV, production, styling, entertainment, registrations, parking requirements and run sheets.
  - Coordinate event-day operations, including bump in/bump out, guest flow, supplier and volunteer coordination
- Supplier & Vendor Management**
- Liaise with external suppliers such as AV teams, catering, marquee hire, transport, staging, and security.
  - Obtain quotes, negotiate services, and ensure suppliers meet agreed timelines and standards.
  - Oversee onsite vendor setup and pack down to ensure alignment with event plans.
- Health, Safety & Risk Management**
- Assist in preparing risk assessments, safety plans, permits, traffic management plans, emergency procedures and any other necessary compliance requirements
  - Conduct onsite safety checks, monitor crowd flow, and escalate issues as needed.
- Stakeholder Relationships**
- Work collaboratively with Fundraising Event Coordinators and Marketing staff to ensure all information, assets, and timelines are provided to support delivery of event promotion, ticketing, collateral, and event signage.
  - Work collaboratively with the Volunteer team to support recruitment, briefing, rostering, and supervision of event volunteers.
  - Assist in communicating event operations and expectations to internal and external stakeholders.
  - Provide exceptional customer service to guests, participants, and sponsors.
- Budget & Administration**
- Assist with event budgeting, tracking and reconciliation.
  - Obtain quotes, and assist with invoice processing, supplier contracts, and procurement documentation.

	<ul style="list-style-type: none"> <li>Maintain inventory of event equipment and coordinate storage and transport.</li> </ul> <p><b>Post Event Activities</b></p> <ul style="list-style-type: none"> <li>Coordinate event pack down, equipment return, and venue handover inspections.</li> <li>Assist with post event reporting, debriefs, and evaluation of logistical components.</li> <li>Support continuous improvement by identifying efficiencies and recommending enhancements.</li> </ul>
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### Quality, Safety, and Improvement

<p>Very Special Kids employees have a responsibility and accountability to contribute to the organisation’s commitment to Quality, Safety, and Improvement by:</p> <ul style="list-style-type: none"> <li>Acting in accordance and complying with all relevant Safety and Quality policies and procedures</li> <li>Identifying risks, reporting, and being actively involved in risk mitigation strategies</li> <li>Participating in and actively contributing to quality improvement programs</li> <li>Complying with the requirements of the National Safety &amp; Quality Health Service Standards</li> <li>Complying with all relevant clinical and/or competency standards</li> <li>Complying with the principles of Patient and Family Centred Care that relate to this position</li> <li>Complying with the principles of Child Safe Standards that relate to this position</li> <li>Leading and providing supervision of volunteers directly involved in your work</li> </ul>
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Conditions of Service	
Hours	Part Time – 3 days per week
Other	Current driver’s licence (if required)
Salary Package	Competitive salary, plus superannuation and salary packaging.
Tenure	Permanent
General	Employment with Very Special Kids will be subject to a satisfactory Police Check and a Working with Children Check.

**Privacy Statement: Personal Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.**

Approvals:	
Created by:	General Manager, Fundraising and Marketing
Approved by:	Donna Durston-McKenna
Date of Last update:	13/05/2026