

The Babes Project Australia

Position Description: Events Committee

The Babes Project is seeking passionate, connected and capable volunteers to join our Events Committee and help bring our fundraising and community events to life. Throughout the year, The Babes Project hosts a variety of events that raise vital funds, grow awareness and bring our community of supporters closer to our work.

Events Committee volunteers will work alongside The Babes Project team to help plan, promote and deliver these events, from contributing ideas and securing donated goods and services through to connecting with businesses, selling tickets and lending a hand on event day.

This is a flexible volunteer opportunity for people who love bringing people together, making connections and getting things done. Committee meetings will be held mostly online, with involvement increasing in the lead-up to major events.

Location: Flexible / mostly online, with events held across Melbourne

Commitment: Regular online committee meetings plus additional involvement around events

Purpose

The Events Committee supports The Babes Project to deliver successful fundraising and community events that generate income, strengthen relationships and introduce new people to our work.

Working alongside The Babes Project team and other committee members, volunteers will contribute their ideas, networks, skills and time to help create events that are well organised, engaging and financially successful. A significant part of the role will involve proactively approaching businesses and community contacts for sponsorship, prizes, auction items, products and other in-kind support.

Events Committee volunteers may:

- Attend regular Events Committee meetings, primarily held online.
- Contribute ideas and practical input to the planning and delivery of fundraising and community events.
- Help identify and approach businesses, organisations and individuals for sponsorship, donations, raffle and auction prizes, products or services.
- Use personal and professional networks where appropriate to help build new relationships and opportunities for The Babes Project.
- Assist with ticket sales and promotion by sharing events within relevant networks and encouraging attendance.

- Support event logistics, including sourcing suppliers, organising prizes, preparing materials, coordinating activities and assisting with event setup.
- Attend and assist at events where possible, helping create a professional and welcoming experience for guests, donors and supporters.
- Work collaboratively with staff and fellow committee members, taking responsibility for agreed tasks and communicating progress.
- Represent The Babes Project positively and professionally when engaging with businesses, donors, supporters and the wider community.

Experience / Skills

We're looking for people who are enthusiastic about The Babes Project's mission and willing to actively contribute. You don't need professional events experience, but we are looking for people who are prepared to get involved, make connections and follow through on commitments.

You might be a great fit if you:

- Enjoy events, fundraising, networking or bringing people together.
- Are comfortable approaching businesses and asking for support.
- Have strong communication and relationship-building skills.
- Are organised, proactive and reliable.
- Enjoy working collaboratively and contributing ideas.
- Have community, corporate or professional networks you are happy to draw on where appropriate.
- Can take ownership of tasks and follow them through.
- Are available to attend some events and assist during key periods throughout the year.

Experience in events, fundraising, sponsorship, marketing, PR, communications, business development, hospitality or community engagement would be particularly valuable, but is not essential.

What You'll Be Part Of

Our events are about much more than a great day or night out. They are an important part of how we fund our work, introduce new people to The Babes Project and build a community that believes women should have access to meaningful support throughout pregnancy and early motherhood.

By joining our Events Committee, you'll be helping turn great ideas, generous connections and memorable events into practical support for women and babies.

Our commitment to Child Safety

The Babes Project is committed to operating as a child safe organisation. We seek to protect children in everything we do, creating safe spaces for children and families, where

young people are valued, respected and empowered. We do not tolerate any behaviour which constitutes grooming or child abuse. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds. We will also provide a safe and respectful environment for children with a disability and children who identify as LGBTQIA+. In summary, we work to ensure all individuals are treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.