

## Position Description

Position Title	Event coordinator – What’s Up West?
Responsible To:	Western Sydney Coordinator
Employment Status:	Contract (14 hours per week)
Hours of work:	Normal working hours 9am-5pm, Monday-Friday Some flexibility in hours is required
Location:	Youth Action head office, Sydney
Award Classification:	Level 4, Social, Community, Home Care & Disability Services Award
Appointment:	April - December 2019

## Position Context

This role contributes to Youth Action’s strategic objectives in the following areas:

**Youth Development:** supporting young people of Western Sydney to design, deliver and participate in a 1 – 2 day Youth Conference that will enrich and inspire them. This role will also help drive and maintain key relationships with Youth Action members, schools, NGOs, peaks and government. Key outputs of this work will be the coordination, delivery and evaluation of Youth Actions ‘What’s Up West?’ bi-annual Western Sydney youth conference.

## Position Objectives

- Coordinate, deliver and evaluate ‘What’s Up West?’ bi-annual Western Sydney youth conference
- Deliver a report with an advocacy plan and recommendations from the conference

Performance expectations in this role include:

- Coordinate and deliver the ‘What’s Up West?’ youth conference in partnership with Youth Action’s Western Sydney Coordinator
- Plan event logistics; who should be where when, what’s the running order
- Strategically transform a venue into an inspiring space on a small budget
- Work with young people to design and deliver the youth conference
- Implement a creative marketing strategy to ensure strong youth participation in the conference
- Develop and deliver a conference evaluation
- Produce a report containing the outcomes and recommendations from the conference with an accompanying advocacy action plan

## Accountabilities

### Conference Coordination

- Work with Youth Action’s Project Coordinator – Western Sydney to identify, timeline and deliver the What’s Up West conference

- Work with the Communications Coordinator & Project Coordinator - Western Sydney to develop appropriate marketing and promotional materials (print and online), contribute to marketing collateral and align project update material with our communications strategy.
- Manage financial resources for the conference including event budgeting, monitoring and reporting.
- Implement marketing strategy to ensure strong participation in the conference
- Source, negotiate and manage contractors to deliver essential services for the conference

### **Stakeholder Engagement**

- Identify and engage with a range of forums, organisations and networks to promote involvement with the 'What's Up West?' conference
- Work with young people to design and deliver the youth conference
- Recruit and train volunteers to support the 'What's Up West?' conference

### **Organisational Contribution & Leadership**

- Uphold Youth Action's principles of social justice and equity for young people, in all their diversity, and the youth sector through a youth development approach.
- Promote Youth Action and its aims and objectives.
- Facilitate youth participation.
- Collaborate with team members to ensure a cooperative approach to issues affecting young people and youth services.
- Comply with Youth Actions policies and procedures.
- Assist in organisational capacity-building by identifying funding sources, assisting with funding applications and generating internal efficiencies in relation to Whats Up West.
- Undertake other duties and accountability as directed, within the scope of this role.

### **Role Requirements**

#### *Essential criteria*

- Demonstrated experience in organising and delivering successful conferences or events, ideally multi-day
- Demonstrated experience in engaging young people to participate in the design of the event as well as in attending the event
- Understanding of diverse youth issues in Western Sydney
- Time management skills and the ability to work independently
- Excellent written and verbal communication skills with demonstrated success engaging with and presenting to a wide range of stakeholders including frontline youth workers and a diverse group of young people.
- Intermediate computer literacy across the Microsoft suite, databases and cloud-based collaboration tools.

#### *Desirable criteria*

- Budget and sponsorship management experience
- Ability to foster collaborative skill development with young people
- Experience in volunteer management