

Position description

Position title	Event Coordinator
Location	Brisbane or Gold Coast
Status	Contract role leading to permanent pending funding and probation period
Reporting to	National Events Manager-Operations
Number of reports	Nil
Salary package	\$57,750 plus super
Employment conditions	Interstate and intrastate travel will be required UniSport time in lieu standards apply Due to the nature of UniSport business, out of hours and weekend work will be required, especially during event delivery periods

UniSport Australia is the peak governing body of university sport in Australia

UniSport Australia (UniSport) is a member service organisation. We strive to promote and foster the importance of university sport as an integral part of university life at 42 member universities, who collectively represent more than one million students nationwide. Our primary focus is providing expertise and leadership in university sport. We aim to deliver and integrate national policy that enhances and facilitates opportunities for competitive participation in sport for students at a regional, national and international level. Furthermore, we also focus on providing a broad range of supplementary activities, advocacy and services for our members.

UniSport is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of UniSport, you can expect to be part of a team that is dedicated to excellence and high performance, prides itself on operational best practice, promotes inclusion and respect for diversity and allows for flexible work arrangements that assist staff to balance family and work commitments.

UniSport has a program designed to assist staff with their positive health and wellbeing and is available to all staff who can engage at their required level. With staff located across the country, UniSport aims to gather all staff at its head office (Brisbane) at least two to three times a year.

Our Vision: Active Students; Lifelong Success.

Our Principles: Integrate and ensure the student perspective is considered in all programs. Inclusion and diversity strategies and processes underpin all that we do across our administration, events and programs.

Our Mission: In partnership with universities we are driving student success by demonstrating the value of sport through evidence-based advocacy and providing participation and competition programs locally nationally and internationally.

Our Values: Collaborative | Respectful | Committed | Authentic | Innovative.

About the role

The Event Coordinator is one of six core team members responsible for the effective planning and delivery of the UniSport Nationals. The UniSport Nationals competition framework is comprised of 10-13 National Championship events and Nationals, UniSport's major annual multisport event. Each of these events take place annually at different host locations across the country.

The role will provide vital administrative support to the planning and delivery of all events within the Nationals program will work closely with the two National Events Managers to ensure all sport and operational outcomes are achieved.

In 2024 the Event Coordinator position will have a key role in the planning and delivery of the first School Sport Australia (SSA) first multi-sport event (July).

Key projects and responsibilities

1) Support the operational and administrative requirements of the School Sport Australia and Nationals multiple sport events

This includes, but is not exclusive to:

- **Event administration**
 - Confirm venue locations and requirements
 - Prepare event briefs, schedules, and updates
 - Liaise with key stakeholders
 - Update operational plans and event related documentation
 - Produce results and event reports
 - Maintain databases and contact lists associated with events

- **Event logistics and operations**
 - Support the coordination of equipment and signage for competition venues
 - Update venue signage plans
 - Maintain accurate equipment tracking processes
 - Support the delivery of volunteer/intern programs
 - Plan and deliver event recovery zones at venue hubs

- **Sport operations**
 - Prepare organisational agreements and briefs
 - Assist with competition draws and scheduling process
 - Collate sport results
 - Produce event and sport handbooks
 - Update event related guidelines and policies
 - Implement UniSport policies and procedure during events

- **Marketing and sponsorship**

- Support the implementation of marketing and promotional strategies for events
- Assist with social media content planning and scheduling
- Update and maintain Nationals pages of the website
- Assist with using social media platforms during event time
- Support and assist with the delivery of sponsor activation plans

- 2) Management of UniSport equipment and event related assets**

- Assist with inventory management of UniSport equipment and storage facilities
- Pack, ship and distribute event related equipment
- Source and purchase equipment as and when required

- 3) Assist with Nationals event awards processes**

- Produce and order event related awards (medals, pennants and trophies)
- Assist with management of UniSport perpetual trophies; update and replace when required

- 4) Special events**

- Support the planning and delivery of special events
- Coordinate ticket sale processes for ticketed events
- Liaise with key stakeholders and manage VIP invite processes and associated logistics
- Prepare ceremony briefs and run sheets for MCs

- 5) Collaborating with other UniSport business areas**

- Maintain contacts, activities, and other actions within the UniSport CRM as it relates to the events
- Undertake financial practices to deadlines and processes including (but not limited to) providing information required pertaining to competition costings for budget forecasts, purchase order requests and invoice payments
- Assist with and contribute to special projects or other UniSport business as required from time to time
- As required, represent the organisation in an official capacity at various functions, gatherings, meetings, and conferences as well as on approved/relevant committees or working groups
- Any other duties as directed by the National Events Managers and General Manager – National Sport Program

Personal attributes

We are looking for a sports enthusiast who:

- ✓ Is a driven individual with the ability to work autonomously and achieve results
- ✓ Has strong written and verbal communication skills
- ✓ Has an understanding of multiple sports and their guidelines and regulations
- ✓ Has exceptional customer service/stakeholder management skills
- ✓ Is flexible and able to easily adapt to a changing work environment
- ✓ Enjoys being part of a small team and actively contributes to the building of a positive workplace culture

Selection criteria

Applicants should ensure that their application provides specific detail on how they meet the following selection criteria. All applicants will be assessed against these key areas.

As a guide, each selection criteria address should be addressed in no more than half a page.

In your application, tell us:

1. Your experience in relation to planning and/or delivering a sport or other event (s)?
2. Your knowledge of and experience using office, web and social media software including but not limited to Microsoft Office, Canva, web editing and/or project management tools
3. Your ability to handle multiple tasks across numerous projects with differing timelines. Please provide examples.
4. Outline your experience in managing stakeholder relationships and maintaining a high standard of communication.

How to apply

Read the position description in full and learn more about [UniSport Australia via our website](#).

Prepare your application – applications must include:

- A cover letter introducing yourself and providing an overview of your work experience
- An outline stating how you meet the selection criteria listed above (we suggest you respond to the selection criteria separate to your cover letter)
- CV/resume including the names and contact details of two references

Submit your application in a single PDF document to jobs@unisport.com.au

Note that applications that do not respond to the selection criteria will not be considered.

Application timelines

- Applications open Tuesday 5 December 2023
- Applications close 11:59 AEST Sunday 7 January 2024
- Interviews are expected to be held the week beginning 15 January 2024
- Applicant to commence in role as soon as possible.

Further Information

Christine Voge

General Manager – National Sport Program

Ph: 07 3054 4619

jobs@unisport.com.au