

Position Profile

EVENTS COORDINATOR



WHO IS THE CHILDREN'S CANCER INSTITUTE?

The Children's Cancer Institute has embarked on an incredible adventure; joining with the Kids Cancer Centre to create our new home and ways-of-working in the Children's Comprehensive Cancer Centre. A journey to integrate as one team, become truly comprehensive, and define the future of children's cancer research, care, and education. Along the way we will deliver benefits to our patients, their families, and our global communities, leading ultimately to a cure for children's cancer.

OUR VISION

To save the lives of all children with cancer and improve their long-term health, through research.

WE BELIEVE THAT

- No child should die from cancer or suffer life-long side effects from their treatment.
- Medical research is fundamental to curing childhood cancer.
- It is the critical iterative relationship between translational research, research that moves laboratory findings into the clinic; and discovery research, bench to bedside and back again, that is bringing us closer to one day curing childhood cancer.
- It's not if. It's when.

OUR PURPOSE

Children's Cancer Institute exists solely to put an end to the devastating impact of childhood cancer.

Every week in Australia, three children and adolescents die of cancer. Only when that three becomes zero, and when all the survivors can live a normal life, will our work be done.

Our purpose as the only independent medical research institute in Australia focused exclusively on childhood cancer, is to Translate and Discover, through world class research, new treatments that will cure cancer and reduce side effects in children and adolescents.

OUR STRATEGIC OBJECTIVES

Translate – to accelerate the integration of our translational research into clinical care, including delivery of the flagship Zero Childhood Cancer program.

Discover – to pursue world class discovery research, and to feed the translational pipeline through the depth, breadth, and impact of our science.

OUR STRATEGIC ENABLERS

Empower – attracting and developing the brightest minds in a vibrant collaborative high-performance culture that fosters diversity, innovation, and success.

Innovate – by providing our researchers and support teams with access to advanced technologies, infrastructure, and facilities, we will create a dynamic and cutting-edge environment for innovation.

Connect and engage – partnering and collaborating with UNSW and Sydney Children's Hospitals Network together with national and international clinical and research leaders and organisations, governments, and industry to leverage and maximise the outputs and impact of our research.

Promote and fund – sharing our beliefs, vision, and purpose with others to drive awareness, engagement and support for our cause that ensures we deliver our strategic objectives in a financially sustainable way.



YOUR ROLE

Role:	EVENTS COORDINATOR	Team:	Event Logistics
Job Family:	Fundraising Team	Reports To:	Kylie Prideaux, Events Executive
Salary Band:	\$55,000 FTE (full time equivalent)	Manages:	NA
Key Internal Relationships:	Marketing and Fundraising Team	Key External Relationships:	Flying Ruby Events (Event Management Agency). Event suppliers

YOUR PURPOSE

This role is integral in delivering and supporting Diamond Ball Signature event, while also supporting other exciting events led by a passionate Marketing and Fundraising team. You will report to a dynamic leader focussed on growth and customer best-in-class experience. You will use your exceptional communication skills and attention to detail to provide stakeholders with ongoing updates and responses to queries on events and their logistics. You will also be comfortable arranging meetings and presentations with Internal and external key stakeholders (Event Committees, CEO's, EAs, partners and suppliers). While also ensuring you keep great records of interactions in our customer database, Salesforce. You will take direction and show initiative to make sure things get done.

The role reports to the Events Logistics Executive and will work collaboratively with the fundraising team members contributing to the overall event strategy as well as supporting the Events supporting the Institute's culture and upholding our values.

Activities include assisting with, expense budgeting, project planning and project management, supplier management including contracted event management companies and venues, coordinating the administration and reporting, supporting the relationships and coordinating the administration and operational aspects of all events.

Developing and nurturing strong relationships with our community fundraisers, supporters, volunteers and suppliers is a crucial aspect of the role as is working collaboratively with internal fundraising team.

The Events Coordinator will support the Logistics Team in the administration behind our Event Logistics plans, fundraising events and initiatives which ensures that the Institute can deliver critical medical research.

YOUR KEY OUTCOMES

1. Connection to the Cause	<ul style="list-style-type: none"> You will be part of the team that raises critical funds that fund our research into curing childhood cancer. You will provide administrative support for one of our signature events, Diamond Ball ,CEO Dare to Cure, Internal Institute Events, Community Events, Symposiums, Gala Dinners, Cocktail events.
2. Systems & Processes	<ul style="list-style-type: none"> You will be an active Salesforce user and will use this daily to ensure the data is clean and as a client relationship management tool to ensure our clients are well managed You will follow existing Children's Cancer Institute events processes to ensure tasks are delivered correctly and efficiently You will be responsible for helping set up and support the events
3. People & Teams	<ul style="list-style-type: none"> You will support the Logistics team in delivering a successful events as well as providing other administrative support You will be a people person who can communicate clearly by email and phone You are able to work a 5 day week and can demonstrate the ability to collaborate in a flexible work environment with up to 2 days working remotely (max).

4. Conduct & Safety	<ul style="list-style-type: none"> • Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children’s Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy. • Your knowledge and awareness of Children’s Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct) will be monitored from time to time to ensure that our compliance program is effective. • Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs. • Must adhere to all WHS policies and procedures • Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace • Actively participating in health and safety meeting, training and induction programs • Complying with all safe work procedures and instructions • Use equipment in compliance with relevant procedures, without wilful interference or misuse • Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor • Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
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YOUR PROFILE

Skills/Qualifications/Experience	Capabilities
<p>Essential:</p> <ul style="list-style-type: none"> • 2+ years’ experience in an office environment • Highly organised and efficient • Strong communication skills • Strong attention to detail • Computer literate • Reporting skills • Business administration experience <p>Desirable:</p> <ul style="list-style-type: none"> • Education to Degree level or min of three years event experience • Experience using Salesforce for a minimum of 12 months 	<ul style="list-style-type: none"> • Resilience – persist despite challenges, obstacles, and interruptions • Teaming – collaborate effectively across organisational boundaries • Critical thinking – analyse, evaluate, and reconstruct information • Adaptive thinking – recognise new patterns and apply patterns in new contexts

YOUR ACTIVITIES / KEY RESULT AREAS

1. Connection to the Cause	<ul style="list-style-type: none"> • You will provide administrative and event support for all of the our signature events. • You undertake other activities as directed to support the Institute’s vision and purpose.
2. Systems & Processes	<ul style="list-style-type: none"> • Activities include assisting with, expense budgeting, project planning and project management, supplier management including contracted event management companies and venues, coordinating the administration and reporting, supporting the relationships and coordinating the administration and operational aspects of events. • Developing and nurturing strong relationships with our community fundraisers, supporters, volunteers and suppliers is a crucial aspect of the role as is working collaboratively with internal fundraising team.

	<ul style="list-style-type: none"> • Support all Event Logistics owned campaigns, specifically Diamond Ball providing administrative support for this campaign. • Support of key partnership events including co-ordinating of event equipment, set up and bump out, manage Gala Bid platform, Zkipster system. • Manage the Institutes Lab Tours for the Marketing and Fundraising Team. • Develop Client / Prospect Profile as required • Management of Diamond Ball data and engagement plans on Salesforce to ensure accuracy of, reporting, relationship information and 'Total Annual Value' tracking • Create and maintain Event project plans • You comply with all operational policies and procedures and applicable legislation. • Support the relevant expense budgets to contribute to achievement of net revenue and cost of fundraising targets
3. People & Teams	<ul style="list-style-type: none"> • You foster a harmonious and collaborative team culture and support the REDI vision – respect, equity, diversity, and inclusion. • You are able to attend daily huddles (in person or virtual) to summarise work priorities for the day.
4. Conduct & Safety	<ul style="list-style-type: none"> • You have the means to be able to work remotely productively for part-time of this role and are open to demonstrating work proficiency to direct report – up to 2 days per week. • You behave in a manner that upholds and positively models the Institute's Code of Conduct and Ethics Policy, and the Research Code of Conduct. • You comply with all relevant Institute WHS policies and procedures. • You take reasonable care to maintain your own health and safety and that of others. • You actively participate in making the Institute a safe and healthy workplace through communication and consultation processes.

Our FlexBest Policy

- During the initial training/ upskilling period (first 4 weeks) you will need to come into the office 4 days a week
- After this period, we will review this arrangement and may reduce to 3 days a week in the office / 2 days working from home
- There will be a 12-week probation period for this role.

NOTE: It is not the intention of the Position Profile to limit the scope, outcome or activities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.