

POSITION DESCRIPTION

Title	Events & Communications Coordinator
Reports to	Executive Director
Department	WA Chapter
Employment type	Fixed term full time
Location	Perth WA

ABOUT THE INSTITUTE

The Royal Australian Institute of Architects Ltd is the peak body for the architectural profession in Australia, representing more than 11,500 members. The Institute works to improve our built environment by promoting quality, responsible and sustainable design.

POSITION PURPOSE

The Events & Communications Coordinator is an integral part of the WA Chapter, reporting into the Executive Director – WA Chapter and is responsible for performing duties associated with the provision of support with planning, developing and delivering the WA Chapter's annual calendar of events. The position is also required to prepare graphic design material and deliver communications through various mediums, including social media, to increase awareness of the Institute.

ACCOUNTABILITIES

In accordance with Institute policies, procedure and guidelines and working in association with relevant staff, the Events & Communications Coordinator will be accountable for:

- To provide support with the planning, development and delivery of the Institute's annual calendar of events including the architecture awards, continuing professional development, and other opportunities that arise
- To provide support, where necessary, with the administrative requirements in the WA chapter office.
- Liaise with members to encourage involvement in events;
- Coordinate the marketing and publicity for all events
- Provide support with the logistical arrangements for events
- Provide support with the processing of applications, entries and registrations for events
- Prepare and distribute the chapter's electronic mailouts

- Maintain the chapter office's website
- Attend to the chapter's information technology requirements including social media
- Prepare chapter graphic design material, as required
- Assist the Executive Director with council and committee communications
- Provide support with the planning and delivery of chapter competitions and prizes
- Attend to all telephone and email enquiries
- Attend to any postal requirements
- Provide banking and finance support
- Other duties as requested by the Executive Director.

QUALIFICATIONS AND EXPERIENCE

The Events & Communications Coordinator should have the following:

- At least 2 years of previous experience as an Events and/or Communications Coordinator, ideally gained within a national professional membership environment
- Experience and interest in graphic design including the use of Adobe Creative Cloud
- Experience using wordpress and mailchimp highly desired

KNOWLEDGE AND SKILLS

It is preferable that this person has:

Demonstrated ability to remain calm under pressure whilst delivering across several competing priorities,

- Demonstrated ability to influence, engage and manage senior stakeholders through highly effective verbal and written communication skills
- Positive, approachable and solution focused attitude
- Exceptional logistical and organisational skills
- Ability to develop and maintain enduring relationships with internal and external stakeholders
- Ability to set priorities, plan workloads, meet deadlines and achieve objectives through the efficient use of time
- Ability to show initiative, solve problems and take actions without prompting
- Self-motivation with the ability to prioritise and work autonomously
- Strong computer skills particularly with PowerPoint, and Word.

- Strong organisational skills and attention to detail
- Diplomacy and discretion with confidential matters
- A strong interest in social media
- Flexibility and a willingness to work outside normal business hours.

KEY RELATIONSHIPS

Internal

- Executive Director (people leader)
- General Manager Member Engagement
- National Manager Membership
- National Manager Partnerships
- National Manager Events
- Chapter President and Councillors
- Executive Director
- Events and Office Manager

External

- Institute members
- Partners
- General public
- Suppliers (i.e. catering, travel, accommodation)

EMPLOYEE RESPONSIBILITIES

All employees are required to:

- Adhere to Institute's values and code of conduct.
- Fully understand the requirements of their role and follow procedures and work instructions as relevant to their department.
- Gain knowledge of and comply with policies, procedures and instructions including:
 - Work, Health, Safety & Environment (WHS &E);
 - Human Resources (HR)
 - Finance and
 - Computing Security and Usage

- Understand emergency procedures, location of evacuation points and take all reasonable steps to ensure a safe environment.
- Take reasonable care for their personal health and safety as well as that of other people who may be affected by their conduct in the workplace.
- Participate in annual performance development and review and any relevant training as required for their position.
- Participate in audits and corrective action as required.
- Perform other duties as required.

All employees with management / supervisory responsibilities are required to:

- Provide adequate instruction, information, supervision and training for all direct reports to perform their work in a safe manner.