

Position Description

Events Coordinator



Position Title:	Events Coordinator		
Reports To:	Direct	Associate Head of Education	
	Indirect	Head of Education Head of Communications and Community	
Direct Reports:	N/A		
Position Type:	Full time, Maximum Term to 30 June 2024	Location:	305 Grattan Street, Melbourne (and working from home, particularly during the pandemic)
Key Relationships:	Internal	<ul style="list-style-type: none"> • Education Team • Communications Team / Collective Impact Team • Program Managers from all strategic programs, especially Program Managers, Distributed Leadership • Executive Director • Clinicians, researchers and educators across the VCCC alliance • Peter MacCallum Cancer Centre facilities (Av team) and University of Melbourne Services teams 	
	External	<ul style="list-style-type: none"> • Professional Conference Organisers and catering suppliers • Communications, education and events staff at member/partner organisations 	

POSITION PURPOSE

The position of Events Coordinator has responsibility for the planning and coordination of the full suite of VCCC Alliance events ranging from webinars to online symposiums and in-person awards, conferences, consultative forums and other events. The role is also responsible for the communication of the Education and Training event programming and other associated administrative responsibilities.

The VCCC Alliance hosts over 100 events throughout the year including symposiums, seminars, workshops and lectures – the majority of which are generated by the Education portfolio, but also include forums and events generated by the Quality and Strategic Initiatives and Research portfolios.


Working with under the guidance of the Associate Head of Education and with a key line of connection to the Communications team, the incumbent will produce and promote high quality in-person and online events for the VCCC Alliance.

Success in this role will be achieved by a high degree of organisation and working collaboratively and collegiately with all VCCC Alliance staff, distributed leadership, and contact from across the 10 VCCC Alliance members, affiliate partners, consumers and external stakeholders.

CONTEXT

Vision

The vision for the VCCC Alliance is to save lives through the integration of cancer research, education and patient care. Founded in the holistic principles of the internationally-recognised Comprehensive Cancer Centre



model, the VCCC Alliance is a powerful partnership of 10 leading academic, research and clinical institutions with a shared commitment to working together to advance and accelerate cancer research, treatments, preventions and care.

Operating environment

The VCCC Alliance multi-site, multidisciplinary model brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), the University of Melbourne, Walter and Eliza Hall Institute of Medical Research, The Royal Women's Hospital, The Royal Children's Hospital, Western Health, St Vincent's Hospital Melbourne (including St Vincent's Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children's Research Institute.

The VCCC Alliance has a 3.5-year agreement to June 2024 with the Department of Health to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Program Plan.

Staff Team Purpose

Be known for enabling the best research-led cancer care for all

Staff Team Values

Better Together *we connect and support to empower sustainable change*

Integrity *we are respectful of the cancer community and accountable for our contribution*

Bold *we cultivate ideas and dare to innovate*


Patient-Centred *we place patients with cancer at the centre of all we do*

For All *we champion equity of cancer care for every Victorian*

KEY RESPONSIBILITIES:

Event Planning, Coordination & Evaluation

- Provide comprehensive event management support for VCCC Alliance organised events, including logistics for the weekly Monday Lunch Livestream webinars
- Establish and implement processes and plans to support efficient and effective event briefing and organisation and forward planning for event schedules
- Liaise with Professional Conference Organisers, other event managers and suppliers as needed to organise events
- Liaise with and work collaboratively with the communications team to ensure events are publicised with adequate lead time
- Provide support for all major VCCC Alliance events, working closely with Program Managers and expert Leads to organise workshops, meetings, calendar events, symposia, conferences etc., including:
 - internal 'client' liaison/briefings/runsheets, booking venues and venue management, coordinating audio visual and technology requirements, organising catering, event budget and invoicing, assistance with presenter preparation and liaison as needed, and keeping all parties aware of general event logistics
- Provide on-the-ground support to ensure smooth running of events, including audio visual and other presentation requirements

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- Manage sponsors and sponsorship proposals associated with events in liaison with the communications team
 - Leverage VCCC Alliance sponsorships – booths, presentations, and collateral, including organising set up and pack down
 - Support and collaborate with project/program managers to evaluate events.

Event Communications

- In collaboration with the communications team and education team colleagues, provide proactive, relevant communications support to enhance the value and impact of VCCC Alliance educational programming
- Provide fit for purpose education content for VCCC Alliance communications such as newsletters and social media
- Promote and support VCCC Alliance events including drafting website content, Eventbrite listings, flyers, Electronic Direct Mail (MailChimp), the weekly events/opportunities alert to member communications teams and other stakeholders
- Support event promotion in liaison with the communications team, particularly the Digital Marketing and Communications Manager to ensure alignment of timing, messaging, audience identification and content.

General

- Share information and work collaboratively and collegiately with all colleagues, stakeholders and committees
- Work in accordance with VCCC Alliance policies and procedures, following reasonable directions
- Demonstrate a high level of discretion, diplomacy and personal integrity
- Participate in the VCCC Alliance Performance Planning and Development Review processes proactively and constructively
- Assist with or take on other relevant duties to support colleagues and initiatives as reasonably required.


Special Requirements

- VCCC Alliance and the hospital building we work within is a smoke-free environment. All employees are expected to respect this policy to the fullest degree and with a very mindful approach
- Maintain a valid Right to Work in Australia
- Satisfactory completion of National Police Check. In some cases, a Qualifications Check may be required and will be advised prior to appointment

Key Selection Criteria:

Experience

- Previous work experience utilising outstanding administration and organisational skills in a similar role, preferably in events and/or marketing/communications
- Experience organising, implementing, and evaluating conferences and online and public events
- Experience working with event technologies including audio visual, video conferencing, event management apps and webinars
- Proven ability to follow direction, while also able to work autonomously and with a team, including both internal staff and external stakeholders

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- Experience in managing venue and catering providers and proven ability to manage an event budget and schedule from end to end

Expertise

- Outstanding oral and written communication skills, including excellent spelling, vocabulary and grammar
- Proven ability to manage several events-related projects simultaneously and to prioritise competing demands and tasks in order to meet deadlines
- Sound judgement and problem-solving skills in the successful delivery of high-profile quality events
- Well-developed keyboard and computer skills in Microsoft applications, website CMS, database management and online event management platforms
- Excellent understanding of best practice event management frameworks and methodologies, with enough experience and skill to adjust processes to creatively problem solve to meet stakeholder expectations

Desirable

- Experience in the development and timely delivery of tasks or projects, ideally in a research, biomedical or healthcare setting
- Experience in managing collaborative relationships with senior academics, clinicians and researchers and senior stakeholders in industry and philanthropy

Qualifications

- A tertiary qualification, preferably in Communications, Event Management, or significant relevant work experience

The Person

- A team player who shares knowledge and naturally supports others
- Works collaboratively with others to build strong working relationships
- Highly attentive to details and takes pride in work
- An adaptable individual who is resilient and positive when faced with a complex and changeable environment
- Takes responsibility for quality outcomes and learns from unsuccessful endeavours
- Comfortable in taking the initiative and exercising judgement in resolving matters as they arise
- Calm and professional in dealing with time demands, incomplete information or unexpected events

Equity and Inclusion:

The VCCC Alliance is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification, and victimisation.

The VCCC Alliance makes decisions on employment, engagement, promotion, and reward on the basis of merit. We are committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, contractors, appointees, secondees, volunteers and partners with a safe, respectful and rewarding environment. This commitment is set out in more detail in the VCCC Alliance Equal Opportunity Policy and Bullying Prevention Policy.



Term: The tenure of this role is to 30 June 2024, linked to VCCC Alliance Strategic Program Plan. Potential opportunities for appointment beyond mid-2024 will be dependent on renewed funding and operational requirements.