

Position Description

Position	Event Manager
Reporting to	Program Manager, Events
Division	Strategic Fundraising
FTE	Full time
Location	Blackburn

Organisation

MS Plus, is the go-to provider of information, advice and support for people affected by multiple sclerosis and other neurological conditions. We're a combined entity of the ACT, NSW, Victoria, and Tasmania with over 60 years' insight into how to live well with progressive neurological conditions.

Role Purpose

Provide operational expertise for the delivery of fundraising events, to achieve budget targets for the provision of services to people living with multiple sclerosis, research, and other needs.

The role will effectively and efficiently manage stakeholder relationships to enable compliance with the terms required for the event safe delivery, and best participant experience.

Team structure



Key Responsibilities

Key focus area	Success factors
Strategic Leadership	<ul style="list-style-type: none"> Provide strategic recommendations for the continued development of current and new event operations. Provide data and/or evidence to support the strategic recommendations provided. Prepare plans for the delivery of the agreed operations outcomes.
Key focus area	Success factors
Operational Leadership	<ul style="list-style-type: none"> Adhere operations Budget(s). Manage the Agencies & Stakeholder to ensure performance compliance with the Event Plan and Standard Operating Procedures. Manage event delivery timelines and provide reporting to measure and evaluate performance.

Key focus area	Success factors
People Leadership/ Relationship Management	<ul style="list-style-type: none"> Positively participate and collaborate with the Events Team to assist the cohesion across operations, marketing, and fundraising. Provide timely reporting to all Agencies and Stakeholders to meet the terms of agreement and positive continued relationship. Actively support and participate with all MS Plus departments as required.
Key focus area	Success factors
Compliance and Professional Conduct	<ul style="list-style-type: none"> Actively support MS Plus purpose, value, service promise and strategic vision Operate in line with MS Plus policies, procedure and practices Promote and work within MS Plus Services Innovation delivery principles Positively and constructively represent the organisation to external contacts at all opportunities Behave in a way that contributes to a workplace that is free of discrimination, harassment, and bullying behavior always Ensure the health, safety and welfare of self, co-workers, and others Follow all reasonable directions given by the organisation Support and empower co-workers Support, promote and show sensitivity to diversity in the workplace Actively support MS Plus Reconciliation Action Plan Behavior is in alignment with Culture, Service Promise & Foundation behaviors.

Qualifications/Work Experience	
Essential	<ul style="list-style-type: none"> Tertiary education 3+ years-experience in major event delivery Demonstrated ability to liaise with a wide range of internal and external stakeholders Experience in managing large scale projects Demonstrated ability to achieve results through strong project management skills
Desirable	<ul style="list-style-type: none"> Event, Business Management education Experience with Salesforce CRM database

Knowledge and Key Selection Criteria	
Essential	<ul style="list-style-type: none"> Demonstrated large event delivery experience Proven stakeholder management experience External fundraising agency, negotiation, and management Budget management, and reporting Analysis and reporting
Desirable	<ul style="list-style-type: none"> Experience with Salesforce CRM database Fundraising event experience

Approval authority: Executive Manager, People Culture Quality	Next review: February 2024
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Key Competencies	
Key Focus Area	Demonstrated competency
Financial Management	Assists with budget reviews and works to established budgets
Reflective Practice	Demonstrates reflective and evidence-based practice
Sustainability	Aims for sustainability in purchasing decisions
Time Management	Manages time and uses tools effectively to assist with planning and organising
Problem Solving	Uses appropriate judgement and assists with resolution of clients'/customers' and colleagues' problems
Initiative and enterprise	Demonstrates initiative and enterprise and supports others to work more effectively
Achieving Results	Ensures clarity of understanding of required work, fulfils program and project responsibilities, and achieves performance targets
Quality, Risk, Safety, Legislative compliance	Contributes to enhancement of quality practices of the team and ensures that own work meets quality requirements Contributes to identification of safety risks and hazards, and ensures safety in own work context Contributes to identification and control of risks and takes advantage of emerging opportunities
Complaints handling and continuous improvements	Utilises feedback from complaints to improve programs and reviews own performance. Proactively identifies improvements to efficiency and effectiveness of ways of working.
Equipment and assets	Researches and recommends purchase of equipment and aids to provide efficient and effective service delivery
Interpersonal skills	Demonstrates appropriate interpersonal skills, active listening, empathy, social awareness and emotional intelligence in verbal communications
Partnerships and collaboration	Works collaboratively with other organisations in formal and informal partnerships to achieve client/member outcomes
Personal Attributes	
Client/Customer Focused	Prioritises needs of clients, consumers, and customers Aims for best outcomes for clients, consumers, and customers Follows through with commitments
Collaborative	Treats colleagues with respect and compassion

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	Gives feedback in a timely and respectful way Engenders a spirit of teamwork
Creative and Innovative	Finds ways to work better and smarter Generates options and ideas Is open to change and alternatives
Resilient	Recovers from setbacks Overcomes obstacles and impediments Learns from experience and identifies areas for self-development
Determined	Research options and sets a clear path Deals with obstacles and impediments Has clear goals

Employment Screening

Appointments within MS Plus are subject to the satisfactory completion of a police check (All), a Working with Vulnerable People check (WWVP) ACT & Tasmania, an NDIS National Worker Screening Check (NDISWC) and/or a Working with Children check (WWCC) where applicable to the role; plus character/performance reference checks. In some roles, work may not be attended if the required screening employment checks have not been completed/cleared. Appointees whose role requires an NDISWC and/or a WWCC must provide a successful/cleared check if they already have one or apply for one on appointment. Costs associated with these checks are the responsibility of the appointee. All appointments are subject to the disclosure of any relevant employment history of formal disciplinary action for improper or unprofessional conduct taken by current or previous employers or any other integrity body within or outside Australia.

Required screening

<input checked="" type="checkbox"/>	Police Check	<input type="checkbox"/>	International Police Check
<input type="checkbox"/>	WWVP (ACT/TAS)	<input type="checkbox"/>	WWCC
<input checked="" type="checkbox"/>	Right to work in Australia	<input type="checkbox"/>	NDISWC
<input checked="" type="checkbox"/>	Relevant vaccination records	<input type="checkbox"/>	Other

Acknowledgment

I accept this position description as detailed above and understand that it may be reviewed regularly and may need to be amended occasionally due to variations in responsibilities and organisational requirements.
I have been made aware how to access MS Plus policies and procedures for future reference.
I am aware that should I be in any doubt about the interpretation of a policy or procedure I should consult my immediate Manager or a People Culture Quality representative.

Signed
Employee *Date*

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