

VICTORIA UNIVERSITY OF WELLINGTON STUDENTS' ASSOCIATION

TE AKA TAUIRA



POSITION DESCRIPTION & PERSON SPECIFICATION

Position: Events Support – fixed term

Reports to: Events Manager, VUWSA CEO

Direct reports: Contractors and volunteers

Location: VUWSA, Victoria University Kelburn Campus, Wellington

Scope:

Organisation:

VUWSA provides a diverse range of services to students at Victoria University of Wellington. An autonomous body with registered charity status and independence from the University, VUWSA offers activities and support to students including: a confidential advocacy support advice service; representation; a diverse welfare portfolio; representation group support; a varied events programme; a student radio station and an award-winning student magazine *Salient*.

The VUWSA Executive (the elected student members) is responsible for the strategic direction and governance of VUWSA. They also run campaigns and represent student views to the University and other relevant bodies. VUWSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Position purpose:

The Events Coordinator reports to the Events Manager and the VUWSA CEO. To be successful in this role you will be enthusiastic, excited about events and love being part of a small team. You will need to be able to clearly communicate ideas and quickly establish rapport.

The fixed term is to cover and support the Events Manager during the most complex and busy period of the year for VUWSA during the Orientation period.

Key Relationships:

- Events Manager
- VUWSA Engagement Vice President

- VUWSA Staff
- VUW Staff
- External suppliers, venue and related industry contacts
- External events organisations

Areas of Responsibility

Area	Expected Outputs
Communications	<ul style="list-style-type: none"> • Excellent written and oral communication skills • All communications delivered in an accurate, professional and timely manner
Support Events	<ul style="list-style-type: none"> • Production and implementation of event plans and timeframes • Manages self, resources and workload to timelines • Ensures that all records are maintained in an organised, comprehensive and efficient manner • Create a clear plan to support events, specifically OWeek if the event manager is unable to attend
Planning, Reporting and Process Improvement	<ul style="list-style-type: none"> • Work within all internal plans, policies and all other workplace practices and procedures of VUWSA • Identification and implementation of improvements to internal controls, processes and procedures
Manage staff and volunteers	<ul style="list-style-type: none"> • Manage, supervise, coordinate and support volunteers and/or assistants for events through Orientation • Ensure volunteers have the best experience possible whilst helping ensure the success of our events
Working Collaboratively	<ul style="list-style-type: none"> • Ability to maintain credible and productive relationships with a wide range of internal and external stakeholders. • Any other work deemed by the CEO to be needed.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity. The duties and content of this position will be subject to revision in accordance with developments and the changing needs and requirements of the Association.

Key Competencies

Area	Expected Outputs
Working Collaboratively	<ul style="list-style-type: none"> • Ability to build and maintain credible and productive relationships with a wide range of internal and external stakeholders • Ability to effectively and diplomatically relate to a diverse range of people (students, volunteers, suppliers etc)
Communication	<ul style="list-style-type: none"> • Excellent written and oral communication skills • All communications delivered in an accurate, professional and timely manner • Excellent presentation and negotiating skills
Planning and Organising	<ul style="list-style-type: none"> • Manages self, resources and workload to meet timelines, even under pressure • Ability to manage, oversee and coordinate events • Proven ability to manage budgets and monitor spending • Strong risk management planning experience • Ability to produce written reports • Is organised and keeps all files and documents in order.

Flexible and Adaptable	<ul style="list-style-type: none"> • Is flexible and resilient to meet the ever changing needs of VUWSA • Flexibility to travel between Kelburn, Pipitea, and Te Aro campuses
Problem Solving and Results Focused	<ul style="list-style-type: none"> • Anticipates problems and proactively resolves them in an appropriate manner • Seeks to involve stakeholders in joint problem solving

Qualifications and Experience

- Experience working in event management / promotions / hospitality.
- Strong verbal and written communication skills.
- Proven management ability with supervisory skills.
- Ability to organise work efficiently, prioritise tasks, deliver to deadlines and anticipate issues before they become problems.
- Computer literacy with Word, Excel and PowerPoint.
- Current driver licence.