



Position Description: Events & Marketing Coordinator

Instruction for Managers	Instruction for Employees
<ol style="list-style-type: none"> 1. Give a copy of Position Description to new employee to sign. 2. Give copy of signed Position Description to employee. 3. Send signed original to SLSNT office to place on employee file. 	<ol style="list-style-type: none"> 1. Read the Position Description carefully, ask if you need any information clarified. 2. Keep a copy for you to use at work. 3. This may change with the needs of the business. 4. Keep Manager informed of changes in the position.

WORK LOCATION		POSITION DETAILS	
Surf House, Coconut Grove		Full Time Fixed Term to 30 June 2024	
REPORTS TO	DIRECT REPORTS	UPDATED	
Operations Manager	Nil	February 2022	

PURPOSE STATEMENT		
Professionally deliver and coordinate all Surf Life Saving NT (SLSNT) marketing, communication and event partnership activity through successful relationship management, innovative marketing campaigns and comprehensive event plans.		
DIRECT REPORTING RELATIONSHIP		
<div style="border: 1px solid black; background-color: #4f81bd; color: white; padding: 5px; width: fit-content; margin: 0 auto;">Chief Executive Officer</div>	<div style="border: 1px solid black; background-color: #e67e22; color: white; padding: 5px; width: fit-content; margin: 0 auto;">Operations Manager</div>	<div style="border: 1px solid black; background-color: #959595; color: white; padding: 5px; width: fit-content; margin: 0 auto;">Events & Marketing Coordinator</div>

OPERATIONAL ENVIRONMENT	
SLSNT is the peak organisation for surf lifesaving activities in the Northern Territory and is part of the broader Australian surf life saving network (Surf Life Saving Australia – SLSA). Its primary role is to promote the saving of lives within the aquatic environment by supporting Clubs, members and the public through education, training and development opportunities.	
ORGANISATIONAL CULTURE	
SLSNT operates within a flexible team-based environment. There is an emphasis on cross skilling, multi-skilling and mutual support to allow staff members to effectively achieve operational objectives. Individual staff members are encouraged to set personal development goals and assume ownership of work outcomes.	
ORGANISATIONAL VALUES	
Honesty Straight talking and straight answers	Respect Respect is shown no matter ability or background
Teamwork The team always has your back Serious fun	Resourceful A Territory ‘can do’ attitude Doing a lot with less
Selfless Small considerate actions make a big impact Passionately dedicated	Inclusive All cultural backgrounds are welcome

SKILLS AND PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • Highly effective communication and negotiation skills. • Capacity to be flexible and undertake the range of duties efficiently in a variety of contexts and times. • Ability to work constructively with a wide range of stakeholders, including contractors, community organisations, contract partners and staff. • Desire to continuously improve relationships and outcomes with key stakeholders. • Self-motivated with an ability to manage priorities within acceptable time frames and without continual guidance. • Shows initiative in developing practical new ideas and approaches.
SELECTION CRITERIA
Essential
<ul style="list-style-type: none"> • Have the right to work in Australia. <i>(Evidence required)</i> • Be fully vaccinated with the appropriate number of doses of an approved COVID-19 vaccine. <i>(Evidence required)</i> • Ability to pass a Criminal history check, gain an NT Ochre Card (Working with Children Check) and hold a current open drivers' licence. • Sound project management skills and experience, preferably gained in a community event environment. • Ability to liaise and negotiate with a wide range of stakeholders from contractors to volunteers and from government departments to community groups. • High level administrative and organisational skills including risk management. • Excellent communication skills with the ability to interact with a wide range of individuals and groups including people from different cultures. • Proven ability to deliver marketing and communications campaigns that exceed expectations, with limited budget expenditure whilst protecting a well-known brand. • A high level of motivation and the ability to show initiative and innovation to solve complex problems. • Solution orientated and ability to bring a high level of maturity and judgement to the role. • Willing and able to work flexible hours, including after hours and weekends.
Desirable
<ul style="list-style-type: none"> • Project/Event Management or similar tertiary qualifications. • Experience in the management of an organisation's social media accounts and website.
INDICATIVE DUTIES
<ul style="list-style-type: none"> • Work towards achieving the predetermined operational objectives set by SLSNT. • Build relationships with community groups and other interested parties to deliver a high-quality program of events that will maximise patronage and community usage of Leanyer Recreation Park and Palmerston Water Park (Parks). • Develop, and maintain, an annual calendar of events, accessible by all Park contractors. • Work collaboratively with identified stakeholders (NTG, contract partners and community organisations) to deliver events, including venue management, workforce management, resource management, catering, security, participation, risk management, ticketing, promotion, marketing and sponsorship. • Develop, implement and review high-quality event plans. • Coordinate the set up and delivery of SLSNT events including the NT Championships and Awards of Excellence. • Maintain website content inclusive of writing copy, uploading video content and current photographs. Continued monitoring of website to ensure it is up to date, innovative and ahead of competitors whilst being easy to use. • Maintain social media platforms, newsletter and eDM campaigns, by sourcing content and promoting activities and events to create a continual and consistence brand presence for SLSNT. • Actively seek opportunities to promote SLSNT within media by developing relationships with media and promoting stories for publication.

- All contractual obligations are met in a timely fashion, and accurate reporting is provided.
- Remain compliant with all SLSA, SLSNT and Contractor rules, regulations, policies, standards, guidelines and procedures always.
- Contribute to the development of annual budgets, operational programs and work plans.
- Represent SLSNT on relevant state and national committees.
- Meet with SLSNT staff to ensure coordinated approach to service delivery and the sharing of common issues, solutions and systems.
- Attend regular training and development courses, forums and meetings as required by SLSNT.

APPROVAL	
This position description has been reviewed and is considered to accurately reflect the requirements of the role and SLSNT.	
Chief Executive Officer _____	Date _____
I hereby understand the requirements of the position and will fulfil the responsibilities of this role and SLSNT.	
Employee Name _____	
Employee Signature _____	Date _____