



# Position Description

## Events Co-ordinator

Key Position Information	
Job title	Events Co-ordinator
Business Unit	Operations
Location	Redfern, Sydney
Reports to	Chief Executive Officer
Status	Full Time (38 hours / week)
SCHADS	Level 4, Paypoint 2
Salary	\$84,187 plus superannuation, commensurate with experience (not-for-profit salary packaging available)
Financial delegation	Delegation TBC
Direct Reports	Nil

About BlaQ
<p>BlaQ Aboriginal Corporation (BlaQ) is a not-for-profit Aboriginal community-controlled organisation. BlaQ is the NSW Aboriginal Lesbian, Gay, Bisexual, Transgender, Queer + Sistergirl and Brotherboy (LGBTQ+SB) peak organisation, working to advocate for, support and empower our Community. BlaQ strives to strengthen community connection through creating safe and inclusive events and gatherings, whilst also advocating that Aboriginal and Torres Strait Islander LGBTQ+SB viewpoints are represented and heard in social policy and reform initiatives.</p>
<p><b>Our Vision</b></p> <p>We aspire to a society that acknowledges, understands, and values our Queer Aboriginal and Torres Strait Islander Community, that nurtures, supports, affirms, and celebrates the strength, resilience and diversity of our Community. As a NSW Peak Aboriginal Organisation, BlaQ aims to be a voice for Community, to build a platform from where our members can be heard and to advocate Cultural value and self-worth as a people both in Aboriginal Community and as a Queer collective. We recognise our members deserve to feel important, valued, respected; and connected to each other. We want Australia's First Nations LGBTQ+SB people to have the resources, opportunities, experiences, and connections to live self-determining and prosperous lives, embraced by their loved ones and Communities.</p>
<p><b>BlaQ Values</b></p> <ul style="list-style-type: none"><li>• <b>BELONGING</b> – To land, To place, To community. LGBTQ+SB people have held a significant place in our communities from time immemorial and continue our right to belong and be included in cultural knowledge, legacy, and traditions.</li><li>• <b>CULTURE</b> – It's our birthright. To celebrate and educate others about our rich history and culture. Ensure the values of our ancestors are respected and our practices continue for our future generations.</li><li>• <b>ACCEPTANCE</b> – For self, For Kin. Affirming one's authentic self through the connection of kinships and community. Acknowledging the lived experiences of LGBTQ+SB individuals.</li><li>• <b>RECOGNITION</b> – Celebrating our place in history and the future. Our culture is one of celebration and ceremony. Acknowledgement of our ancestors and the barriers they overcame and preparing future generations to prepare for the battles yet to come. We celebrate these victories, the resilience and strength our people embody.</li></ul>



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**Role Purpose**

The Community Events Coordinator will be responsible for developing, implementing, and maintaining active community events, membership growth and retention, and fundraising campaigns to promote BlaQ’s brand awareness and support community engagement.

**Key Requirements**

A minimum 2 years’ demonstrated experience working in a similar role, delivering events with stakeholder engagement.

Completion or progress towards relevant tertiary qualifications in event management, marketing, or other relevant discipline.

<b>Key accountabilities</b>	
Operational	<ul style="list-style-type: none"> <li>• Plan, manage and drive the coordination and delivery of key BlaQ external and internal events from initial stages through to completion to meet organisational needs including but not limited to; event timelines, run sheets, event orders and floor plans, preparation and management of events budgets, negotiate contracts for venues, catering, audio-visual equipment, signage, on-site production and post-event details such as post event wrap-up and reporting.</li> <li>• Draft clear written communications and coordinate dissemination through relevant media channels.</li> <li>• Strategies deliverables throughout the year based on BlaQ’s goals, times of significance and key business opportunities.</li> <li>• Compile material for event program; maintain mailing lists for distribution of event calendar or other pertinent information.</li> <li>• Collaborate with Operations Manager to recruit and coordinate casual events support staff and events volunteers to achieve events objectives and budget expectations including revenue generation and minimisation of expenses in line with annual targets.</li> <li>• Collaborate with the internal stakeholders to develop and drive fundraising and sponsorship opportunities in alignment of organisational direction.</li> <li>• Contribute to strategy development for memberships, including recruitment and retention by identifying new opportunities to attract and engage BlaQ members.</li> <li>• Provide application support for the approval of new memberships by the CEO and BlaQ Board.</li> <li>• Communicate relevant and necessary information and initiatives to current and prospective members including annual member survey.</li> <li>• Undertake other duties within the scope of this role, as directed.</li> </ul>
Organisational Contribution	<ul style="list-style-type: none"> <li>• Work collaboratively with managers and team members to achieve BlaQ’s project objectives.</li> <li>• Consistently acts in accordance with BlaQ’s values, challenges practices</li> </ul>

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	<ul style="list-style-type: none"> <li>• inconsistent with these values and uses values as a basis managing relationships and decision-making.</li> <li>• Comply with BlaQ Policies and Procedures.</li> <li>• Participate in organisational and professional development activities as directed.</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• Chief Executive Officer and Managers.</li> <li>• All staff to ensure robust input into activities.</li> <li>• Government, Corporate and Community service organisations.</li> <li>• NGO agencies to leverage support and negotiate opportunities or differences.</li> <li>• Aboriginal community-controlled agencies, including member agencies.</li> <li>• Aboriginal communities to source input and create awareness of program objectives.</li> </ul>

Selection Criteria
<p>The successful candidate will be able to demonstrate the following criteria:</p> <ul style="list-style-type: none"> <li>• Cultural awareness of and expertise in Aboriginal culture</li> <li>• Demonstrated experience in all aspects of event planning, management, and delivery, including event infrastructure procurement and management, and social media skills.</li> <li>• Demonstrated ability to achieve organisational goals and build relationships through events and other partnering and networking.</li> <li>• Excellent time management skills including working to deadlines in a time-sensitive environment, with high attention to detail at all times.</li> <li>• Well-developed interpersonal and communication skills and a collaborative mindset.</li> <li>• Experience working with key online services, databases, and programs such as Eventbrite, Campaign Monitor and CRMs.</li> <li>• Ability to work independently as well as part of a team to ensure timely delivery of allocated tasks to a high standard.</li> <li>• Demonstrated experience working in events or stakeholder management, preferably for an Aboriginal organisation, not-for-profit, community services or government organisation.</li> </ul> <p>The following are desirable:</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of culture and LGBTIQ+ intersectionality.</li> <li>• Knowledge of social media and marketing best practise</li> </ul>

Key Role Dimensions
<p><b>Decision making</b></p> <p>The position holder will operate with a degree of business flexibility but will consult regularly with line manager, external organisations and team members on interdependencies and opportunities to elevate processes and execution of engagements and events.</p> <p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>• TBC</li> </ul> <p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>



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### Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- A valid C-class driver's licence is desirable.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of BlaQ will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.
- Flexible working arrangements may be available

### To apply

Apply with Covering Letter and CV, ensuring "Selection Criteria" above are addressed

Email applications to [admin@blaq.org.au](mailto:admin@blaq.org.au)

For further information please contact Jessica Bouyamourn on [jessica@blaq.org.au](mailto:jessica@blaq.org.au) or call 0490 420 900.

Please note there is no formal closing date for this role, if you are interested, please apply as soon as possible.