

# Position Description

<b>POSITION TITLE:</b>	<b>Events and Promotion Coordinator</b>
<b>DIVISION</b>	<b>Culture, Services and Operations</b>
<b>POSITION TYPE &amp; TENURE:</b>	<b>0.6 EFT Permanent Part-time</b>
<b>POSITION CLASSIFICATION:</b>	<b>LEVEL 4</b>
<b>REPORTS TO:</b>	<b>Manager of Events and Promotions</b>
<b>DELEGATION TIER</b>	<b>Tier 5</b>
<b>DIRECT REPORTS:</b>	<b>NIL</b>
<b>LOCATION:</b>	<b>Melbourne/ Hybrid role</b>

## ABOUT NO TO VIOLENCE

No to Violence is Australia's peak body for individuals and organisations that work with men that use violence. We provide training, sector development and policy advice and advocacy on behalf of members. We operate the Men's Referral Service, providing a counselling service and referral pathways directly to men who use violence. As a pro-feminist organisation, women and children are at the centre of what we do - by ending men's use of family violence, families, individuals, and communities are safer.

## POSITION SUMMARY

Aligned with NTV's vision, purpose and strategic plan, the Events and Promotions Coordinator supports the planning and delivery of high-quality events and promotional activities that strengthen engagement with members, stakeholders and the broader community. This role plays a central part in coordinating NTV's annual events calendar, including the National Conference, stakeholder forums, launches and sector engagement opportunities ensuring these are accessible, values-aligned, and professionally delivered.

The Events and Promotions Coordinator works across teams to manage event logistics, ensure clear coordination, and support internal and external visibility of NTV's work. The role contributes to promoting participation, strengthening sector relationships, and supporting initiatives that advance NTV's advocacy, workforce development, and service delivery priorities.

## DELIVERABLES

### Event Coordination

- Assist in the planning, coordination and delivery of NTV events, including conferences, webinars, workshops and stakeholder forums
- Ordering of supplies and materials including ordering conference materials, merchandise, name badges, lanyards, flyers, posters and banners
- Develop, manage and deliver a strategic annual events calendar that aligns with NTV's organisational goals, in collaboration with internal teams

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- Coordinate planning timelines, milestones and project plans for major events, ensuring all logistics are delivered on time and on budget.
- Preparing and setting up registration platforms, landing pages and FAQs and Instructions for any NTV events
- Prepare, support or manage event budgets including tracking expenses, negotiating supplier quotes and processing invoices as instructed.
- Support strategic alignment of events with organisational goals, campaigns, advocacy priorities and key dates (e.g. Pride, Annual Conference etc.).
- Support the delivery of NTV's National Conference, including venue procurement, speaker liaison, sponsorship coordination, promotion, delegate services, and event day execution.
- Design and implement a repeatable framework for NTV's approach to event planning, documentation, and reporting.

## Event Logistics and Operations

- In consultation with Advocacy, Policy and Research (APR) and Quality, Risk and Compliance (QRC) teams, ensure contracts, permits, insurance, accessibility and safety requirements.
- Coordinate logistics such as catering, speaker gifts, travel, accommodation, AV/technical production, supplier liaison and run sheets, booking venues and suppliers.
- Ensure culturally safe and inclusive experiences for all participants and presenters.
- Manage event set-up and pack-down including volunteer and staffing coordination.
- Maintain up-to-date contact lists, templates, and logistics documents to support consistency and quality across events.
- Booking of flights and accommodation for delegates attending NTV events as required
- Greet attendees and speakers, complete check ins and ensure that booths are set up correctly and are well stocked with merchandise.
- Handle enquiries regarding events via email, web and phone

## Promotions and Stakeholder Engagement

- Work closely with the Events and Promotion team, the APR team and wider teams within NTV to deliver effective promotional campaigns across print, digital, and social media channels.
- Assist in the creation of collateral such as invitations, speaker briefs, programs, signage, event pages, and promotional materials.
- Support audience development strategies including targeted invitations, stakeholder mapping, and community engagement.
- Monitor and respond to enquiries from attendees, sponsors, media, and other stakeholders in a timely and professional manner.
- Build strong relationships with speakers, partners, suppliers and sponsors to maximise the value and reach of events.

## Compliance, Reporting and Administration

- Conduct risk assessments and develop mitigation strategies in collaboration with Venue WHS staff and NTVs QRC team
- Ensure events comply with privacy, insurance, accessibility, safety and organisational policies.
- Develop and implement pre-event and post-event surveys and feedback mechanisms.

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- Produce detailed post-event evaluation reports, highlighting outcomes, insights, and areas for improvement.
- Track event performance metrics including attendance, satisfaction, media coverage and engagement levels and provide reports as requested
- Contribute to internal reporting, presentations and funding acquittals as required.
- Support the Manager of Events and Promotions and the APR team in identifying sponsorship and partnership opportunities.
- Ensure effective knowledge management and continuity by maintaining clear records and handover documentation.
- Maintain records and data across CRM, communications and project management systems.
- Other relevant duties as assigned.

## WHAT WE ARE LOOKING FOR IN THIS ROLE

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## Skills

- Strong organisational and planning skills with an ability to manage competing deadlines and attention to detail.
- Highly experienced in event coordination including logistics, supplier engagement, and stakeholder liaison.
- Strong interpersonal skills with the ability to build relationships and represent NTV with professionalism and care.
- Clear, respectful verbal and written communication, including the ability to write participant info, programs, or briefing notes.
- Sound judgment and ability to respond to real-time challenges during events.
- Confident user of standard office software (e.g., Microsoft Office Suite) and digital collaboration tools.

## Experience and Knowledge

- Significant prior experience coordinating events, conferences, or stakeholder meetings in a professional setting.
- Understanding of inclusive and accessible event design principles.
- Familiarity with working across diverse teams and audiences, including people with lived experience and/or community partners.
- Experience working within community services, advocacy, not-for-profit, or social justice environments is desirable.

## Qualifications/Competencies/Licences

- Formal qualifications in event management, project coordination, or a related field are desirable but not essential.
- Proficiency with standard office software (e.g., Microsoft Office Suite) scheduling systems and digital collaboration tools.
- Familiarity with event risk assessment and project documentation processes.
- Commitment to NTV's purpose and principles, including gender equity, accountability, and safety.
- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.

## EXPECTED FOR ALL NTV STAFF

- Act in accordance with NTVs code of conduct, policies and procedures and is committed to NTVs vision, mission, values and service standards.
- Promote a 'safety first' culture and acts in accordance with NTV health and safety policies and risk management systems.
- NTV values equity, diversity and inclusion and promotes an inclusive and collaborative work environment where all staff, volunteers and service users feel welcomed, respected and valued and encouraged to fully participate, irrespective of their individual differences in background, experience and perspectives.
- Be curious, reflective and open to continuous learning and new ways of working.

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- Complete all mandatory training in a timely manner, to support the delivery of high quality, safe and effective services.
- Contributes to innovation, quality activities and continuous improvement and openly share information and knowledge to enable optimal outcomes for the organisation.
- Regional and interstate travel will be required from time to time.

Signature of Job Holder \_\_\_\_\_ Date signed \_\_\_\_\_