



Position title	Event Manager
Group	Policy and Engagement
Employment status	18-month fixed contract
Salary Range	As per SCHCADS Award
Position reports to	Director, Policy and Engagement
Location	292 Hoddle Street, Abbotsford
Delegation	No direct reports

Organisation environment

Djirra¹ is an Aboriginal Community Controlled Organisation (ACCO) that works towards a future where all Aboriginal women are strong, safe, independent, healthy and positive in their lives, culture and communities. All Djirra's work is designed by and for Aboriginal women and is deeply respectful of and connected to community. Self-determination is the foundation of everything we do: it is Our Cultural Way.

Djirra's vision is to provide high quality culturally appropriate services for Aboriginal women in Victoria who have experienced or are experiencing family violence.

We are committed to ending family violence against Aboriginal women and their children through holistic and culturally safe specialist services, prevention programs and advocacy for change. Our services have state-wide reach.

Djirra offers a range of services including:

- **Holistic and culturally safe legal and non-legal** support to Aboriginal people, particularly women, who experience family violence or sexual assault. Each client is assisted by a lawyer and support worker who together address the multitude of interrelated legal and non-legal issues our women face. Legal advice and representation is provided on intervention orders, child protection, family law and victims of crime assistance.
- **Individual Support Services** is a program of Djirra which provides culturally safe, trauma informed support to Aboriginal women requiring personalised short or longer-term interventions to assist in achieving a safe and stable environment for them and their children. Individual Support Services comprises case management with brokerage, face-to-face and phone counselling and an after-hours support line.
- The **Koori Women's Place (KWP)** provides wrap-around support and works to build trusting relationships with Aboriginal women through our shared connection to culture. Aboriginal women can be referred for an appointment, walk into our space or book into a workshop. Mainstream and Aboriginal service providers are available for appointments within the safety of the KWP.
- Our **community education and engagement programs** provide support for women through personal support and empowerment programs.

Djirra also offers a range of workshops in Melbourne and regional areas:

- **Sisters Day Out**[®] is a wellbeing workshop where Aboriginal women support each other, get information about legal rights and options, and engage with mainstream and Aboriginal support services.
- **Dilly Bag** is a four-day residential program that draws on cultural principles to promote healing.
- **Young Luv**[®] is designed for young Aboriginal women aged 13 to 18 and focuses on promoting healthy relationships.

Role purpose

Djirra will be celebrating its 20th Anniversary in October 2022. The Event Manager will report to the Director, Policy and Engagement and will take the lead role in organising, overseeing and coordinating this important milestone event.

¹ Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.



Key accountabilities

- Provide strong end-to-end project management of Djirra’s 20th Anniversary Event (ensuring all COVID safe requirements are met if necessary).
- Develop a sponsorship prospectus, attracting sponsorship and engaging with stakeholders to gain financial support.
- Provide detailed event planning including scheduling, event layout, bump in and bump out logistics.
- Source and negotiate suppliers and resources for events including (but not limited to) venue, technical, print, catering, etc.
- Lead promotional activities for the event.
- Complete and conduct risk management plans for events/ productions.
- Work within budgets to execute deliverables.
- Work in collaboration with the Project Officer, Communications to develop marketing and communication strategies.
- Provide leadership and management of an event support person (Event Coordinator or Officer).
- Establish and manage an internal Event Support Committee.
- Conduct pre and post-event debrief, evaluations and report on outcomes.
- Maintain and update event information, including via websites and social media platforms such as Facebook, Twitter and Instagram.
- Other duties as reasonably requested by your manager

Key selection criteria

<p>Professional / Functional Skills</p>	<ul style="list-style-type: none"> • Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations. • Demonstrated ability to communicate sensitively and effectively with members of the Aboriginal community. • Ability to work under pressure and meet tight deadlines. • High order verbal and written communication skills. • Demonstrated ability in networking, fostering collaboration, understanding various perspectives and getting the best outcomes for all stakeholders.
<p>Competency</p>	<ul style="list-style-type: none"> • Written Communication - Produce a range of proposals and recommendations on relevant issues and provide a sound basis for decision making. • Project Management - Consults on and develops project scopes and brief’s and manages projects under limited direction, securing resources and planning and coordinating the activities of project members to effectively address issues and meet timelines. • Problem Solving – Develop creative solutions using specialist knowledge and expertise to address complex problems. • Stakeholder Management - Establishes relationships with stakeholders, develops effective stakeholder-oriented responses, and assesses, develops and negotiates innovative solutions to complex issues. • Interpersonal skills - Builds strong relationships and develops an understanding of others in order to motivate them and confidently address conflict situations (online and face to face). • Organising and Planning - Plans projects and events aligned with Djirra’s branding, identifies and secures resource requirements, and anticipates and addresses barriers to achievement. • Creativity and Innovation - Designs and implements new or cutting-edge programs and processes, and develops new insights into situations, applying innovative solutions to make improvements in the work area.
<p>Technical Skills</p>	<ul style="list-style-type: none"> • Minimum of two year’s events management or high-level coordinator experience, and/or previous conference organisation experience. • Familiarity with social media platforms, including but not limited to Twitter, Instagram and Facebook.

Qualifications

An undergraduate qualification (degree course) in Event Management, Hospitality Management, Marketing, or a related field or relevant demonstrated experience.



Workplace health and safety

Djirra is committed to providing and maintaining the health and safety of its employees.

All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training eg – First Aid training, Fire Warden, etc.

Information about these policies are contained in Djirra’s Human Resources Policy Manual.

We are a Child Safe Organisations

Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an *Employee Working With Children Check* (in Victoria).

An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.

Other important information

Djirra employees and volunteers are required to act in accordance with Djirra’s values and behaviours of:

- respect for people and culture
- trust
- integrity
- resilience; and
- empowerment

Djirra’s employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies are contained in Djirra’s Human Resources Policy Manual.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

Employee name:		
Employee signature:		Date: / /
Manager’s name:		





Manager's signature:		Date: / /
-----------------------------	--	---------------------

HR CHECKLIST

Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.

Place one copy of completed form and any attachments on the employee's Performance File.

Retain original completed form and any attachments on the employee's Personnel File.

Initials: _____

Date: / /