Global Compact Network Australia

LEAD. ENABLE. CONNECT.

Position Description: Communications and Events Coordinator

About us

The Global Compact Network Australia (GCNA) is the Australian network of the United Nations Global Compact; the world's largest corporate sustainability initiative, and one of Australia's leading initiatives in the space. We are a business-led membership-based organisation who works closely with our members to implement the principles of the UN Global Compact and promote responsible business practices in Australia.

The United Nations Global Compact is the UN's voluntary corporate sustainability initiative in the areas of human rights, labour, the environment, and anti-corruption. It revolves around ten universal principles drawn from four key international instruments in these areas and facilitating cooperation and collective action in support of UN goals, and the UN Sustainable Development Goals (SDGs).

About the role

Reporting to the Senior Adviser, the Communications and Events Coordinator role is an integral part of our small but busy team. With a growing demand for our events and services, we are now looking for a Communciations and Events coordinator to help support the delivery of our four workstreams (Bribery Prevention and Governance, Business and Human Rights, Environment and Climate Change, Sustainable Development Goals).

To be considered for this role, you must be an astute administrative and logistics professional with a passion for creating and executing high quality events and associated marketing and communications campaigns and collateral. You must have the ability to effectively communicate to all levels of business, across a variety of social media channels, and have the ability to work autonomously within a small and dynamic team.

The role will require you to coordinate our events portfolio, manage and deliver on our Communications Strategy (and the associated marketing) and manage the development and delivery of a new Australian Bribery Prevention Network (an online platform).

Core responsibilities will include but are not limited to:

Communications and Marketing:

- Working alongside the GCNA team to deliver the Communications Strategy.
- Management and maintenance of the GCNA's online and social media presence (i.e. LinkedIn, Twitter and website), including publishing of content in a timely manner (i.e. blogs, publishing events, news articles).
- Write and distribute content, including press releases, key messages and briefing documents.
- Alongside the Executive Assistant, manage and coordinate all media interviews and events. This will also include, where relevant, working alongside our media/communications agency.
- Managing all marketing material/collateral (e.g. thought leadership, flyers, brochures, eDMs etc.). This will include proofreading, writing and liaising with designers and printing houses.
- Participate in budget development and support budget management for all marketing/commnications related activities.
- Other tasks that may be directed (i.e. assisting the GCNA team with specific marketing/communications projects that may arise).

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Project Coordination/Website Development:

- Management, coordination and delivery of the Bribery Prevention Hub: this includes financial management (i.e. grant, donations and investments), and day to day management of the website.
- Work collaboratively with the Secretariat, Steering Committee and all contributing organisations.
- Support and coordinate the mobilisation of funding across Phases I and II.
- Advocate for and disseminate information and relevant communications relating to the Bribery Prevention Hub.
- Manage all related events that serve to promote the website.

Events:

- Coordinate and design the GCNA's program of events, including all event logistics, including distribution of invitations, setting up event registration pages across multiple platforms, managing event registrations, venue hire and set-up, catering, and audio visual.
- Serve as primary liaison point for all vendors/suppliers and participants on event-related matters, including developing and maintaining good relationships with vendors/suppliers, GCNA members, participants and sponsors.
- Managing and supporting all interns and volunteers to ensure timely preparation of associated materials (i.e. name tags, speaker gifts, seating plans and registration lists).
- Preparation, collation and distribution of documents including agendas, briefing packs, reports, memos and papers and assisting the GCNA team with the preparation of materials for internal and external events (i.e. presentations, publications).
- Work to a budget by developing and managing all event budgets, this will include keeping track of all invoices and managing all financial acquittals for events and negotiating flexible pricing arrangements and payment terms with suppliers.
- Coordinate feedback for GCNA events and activities and work alongside the Senior Adviser and/or Associate to provide event summaries as and when required to participants, relevant speakers and relevant GCNA directors.
- Assist with managing on-site production and clean up for events as necessary.
- Other general administrative and office management duties as required.

Key selection criteria:

The successful candidate will be a strong all-rounder with proven experience in events and communications. You will be an enthusiastic self-starter, will have experience planning and executing events from start to finish, and have comprehensive understanding of event administration.

- 2-3 years of experience working in an events, marketing and/or a communications role.
- Exceptional interpersonal, verbal and written communication skills.
- Knowledge of traditional and social media communications and content marketing.
- Highly skilled with digital technology including advanced MS Office skills.
- Strong organisational and time management skills, with experience working in a high-pace and growing organisation.
- Excellent multi-tasking, prioritisation skills and attention to detail.
- Ability to work autonomously with minimal guidance and supervision.
- Willingness to be flexible and adaptable to work outside of core hours.
- An appropriate tertiary qualification in event management, PR, journalism and/or communications or

similar.

- Digital channel experience with CRM systems (SalesForce) and events management systems (Pardot, Eventbrite, MailChimp) – highly advantageous.
- Experience with Wordpress website system – highly advantageous.
- The role will require some interstate travel for events.

What we can offer you:

- Competitive salary
- Internal employment opportunities with the UN Global Compact
- Ongoing professional development
- Exposure to a range of industries and sectors
- Working in collarboation with a passionate and vibrant team
- Flexible working environment
- Child friendly work environment

Reporting, Location and Eligibility

To be eligible you must be an Australian citizen or resident, or have current work rights for Australia.

This is a full-time role based in **Melbourne**.

The GCNA supports diversity, inclusion and flexible working arrangements.

Application Process

Please apply by way of cover letter and CV to secretariat@unglobalcompact.org.au by **Friday January 3rd 2020.**

If you have any queries about the role please direct them to Corinne Schoch – corinne.schoch@unglobalcompact.org.au, or via phone call to 0491 234 061