



## Sir David Martin Foundation

About us:	Sir David Martin Foundation was launched in November 1990, having been set up by the Governor of New South Wales, Sir David Martin, just four days prior to his death. It was his dream to see an Australian community "where children can grow up in safety with hope and opportunity". The Foundation's aim is to realise Sir David's dream by helping young Australians who are in crisis or at risk. This is done by raising money for youth programs, delivered by Mission Australia, with whom SDMF works in partnership.
Mission:	To fund effective programs that help young people in crisis regain their health, get off the streets and achieve their goals
Values:	Respectful, Committed, Effective, Honest
Goal:	That all young people can grow up in safety, with hope and opportunity

## Position Details:

Position Title:	Part-time Events Coordinator – 6 month contract
Division:	Sir David Martin Foundation
Reports to:	Events Manager and or SDMF General Manager
Position Purpose:	Provide assistance and support to the Events Manager on the planning, management and implementation of the Foundations annual major fundraising event; Abseil for Youth.

## Position Requirements (What are the key activities for the role?)

Key Result Area 1	Fundraising event support
Key tasks	Position holder is successful when
<p>Assist the Events Manager and SDMF team to successfully plan, manage and implement the annual Abseil for Youth event.</p> <p>Helping the event reach its targets and objectives (already set) so that it generates budgeted income, recruits</p>	<p>Event capacity filled</p> <p>Event experience is outstanding as measured by post event follow up and repeat participation</p> <p>Assistance with event participant recruitment, and then ongoing fundraising support of these participants</p>

supporters and raises awareness of the organisation.	<p>Coordinate event run sheets, and abseil schedule with Events Manager</p> <p>Volunteer resources successfully used to reduce costs and build supporter loyalty</p> <p>Assist with event marketing and media activities, including sourcing a PR agency</p> <p>Sponsorship partners – Cash sponsors and in-kind sponsors</p> <p>Support the Event Manager with sourcing and or securing event suppliers e.g. Photographers, Audio-visual provider, and then help to manage these people on event days</p>
<b>Key Result Area 2</b>	<b>Participant event support</b>
<b>Key tasks</b>	<b>Position holder is successful when</b>
Support all event participants to successfully reach their fundraising target	<p>Each participant or team reaches their target</p> <p>Provide regular support and fundraising tips</p> <p>Manage the online email communication support to event participants – tracking their fundraising</p> <p>Handle event enquiries</p>
<b>Key Result Area 3</b>	<b>Volunteer management</b>
<b>Key tasks</b>	<b>Position holder is successful when</b>
<p>Source event volunteers to ensure a safe and enjoyable event for all.</p> <p>Recruit volunteers to help offset some event costs</p>	<p>Assist with recruiting corporate volunteers to fill required roles</p> <p>Develop volunteer schedule for event days</p> <p>Coordinate with Event Manager the recruitment and scheduling of Navy volunteers to support the roping technicians/team</p>

## Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Sir David Martin Foundation/Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

## Purpose and Values

- Actively support Sir David Martin Foundation/Mission Australia purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with SDMF/Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions in relation to Work Health and Safety.
- Follow procedures to reduce illness and injury including early reporting of incidents/illness and injuries
- Promote and work within client service delivery principles, ethics, policies and practice standards
- Actively support the Reconciliation Action Plan.

## Recruitment information

### Qualification, knowledge, skills and experience required for this role

- Experience working on effective events with a constrained budget
- Experience with event logistics, event marketing, supporting volunteer fundraising and bringing multiple complex stakeholder relationships together
- Copy writing / other marketing skill and experience
- Preferable: experience with Salesforce CRM, Microsoft office, online fundraising platforms
- strong interpersonal skills and a confident telephone manner.

## Compliance checks required

Working with Children ☐

National Police Check ☐

Vulnerable People Check ☐

Drivers Licence ☐

Other (prescribe) ☐

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## Approval

Manager name

Approval date