

## **Position Description – Event Manager**

Join the Melbourne Development Circle (MDC) Leadership team as Event Manager. The Event Manager is integral to the effective running of Melbourne Development Circle; ensuring the smooth and effective planning and delivery of a dynamic calendar of events each year.

MDC is an incorporated association that curates inclusive, inspiring, high-quality learning and networking activities that go beyond traditional professional sectors, recognising the diverse and dynamic nature of development practice creates a better future for all. You will be joining a team of driven professionals who are working in international aid, community development, sustainability, and social enterprise.

### **MDC Background**

Our vision is to be “an effective and thriving development community in Melbourne that is dedicated to achieving the Sustainable Development Goals”. How we seek to achieve this vision is outlined in our [Theory of Change](#) and supported by a team of volunteers who progress activities of interest to international and community development students and professionals (in not-for-profits, social enterprise, government and the private sector) and those interested in the community development field.

MDC is a working voluntary committee, which means the individuals in the team may also be carrying out the activity of the group. There is no obligation on position-holders such as the Event Manager to run an activity in addition to their leadership role, however, that option is open to the incumbent should they wish to get involved. MDC implements a dispersed leadership model, this means that we all share the formalities of running a Committee, such as chairing and minuting meetings.

The MDC Leadership Team upholds a culture of supporting each other and a means of social networking. We strive to be representative of the community and international development sectors and we encourage First Nations, refugee and migrant peoples to apply.

### **MDC Event Manager responsibilities**

The Event Manager position is a dynamic leadership role within the MDC Leadership Team that supports members and volunteers to deliver successful events.

The Event Manager holds the big picture of MDC events and keeps an eye on the future while making sure the events team is responsive to what's needed in the now. Key responsibilities are spread across event management, team communication, volunteer management and administration, including:

- Managing the annual calendar of events: Build a calendar of ideal event dates and liaise with Action Groups to schedule their activities as in advance as possible. Where possible track complementary or competing events and support Action Groups to adjust their schedule as necessary. Update annual event calendar.
- Managing, empowering and keeping motivated a pool of volunteers who can lead the management of individual events and/or contribute to various tasks on the day. Keeping in touch with the Volunteer Engagement Manager on recruitment needs.
- Working closely with the Collaboration Coordinator and Action Group Convenors to understand requirements and timelines for their events and achieve consistent event quality by:
  - Supporting Action Groups to ensure that the event team has everything they need to run events successfully, either in-person or online, e.g. a dedicated event volunteer, clear division of tasks and responsibilities within the team, in the lead-up and at the time of the event.
  - Innovating and implementing mechanisms that support quality events and empower volunteer delivery, e.g. Event Checklist, Humanitix templates.
  - Support post-event follow up activities such as evaluation, feedback, and process improvement.
  - Liaise with the Collaboration Coordinator to ensure overall financial viability of events (e.g. seek approval of event expenses, event fees, submission of invoices/receipts within three days).

- Support Communications Manager to launch and promote events on Humanitix, Mail chimp and support social media requirements for Twitter and Facebook
- Managing exploration, assessment and contracting of suitable, accessible and culturally appropriate new venues and liaising with the Partnerships Manager to negotiate venue sponsorships where possible

Support to undertake the role:

- This role is part of the MDC Leadership Team, who support Action Groups with regular planning sessions and collaborative discussion on strategic decision-making relating to events (e.g. topics/themes for the year ahead)
- The Event Manager would participate in bi-monthly (via online or in person) MDC Leadership Team meetings and alternating bi-monthly Action Group meetings (involving Action Group Convenors, relevant Leadership Team members and volunteers) to collaborate on MDC activities.
- A pool of event volunteers
- MDC has a set of volunteer policies and procedures to guide all members
- This role has use of an MDC email account to communicate ([events@developmentcircle.org](mailto:events@developmentcircle.org)) and respond to any associated enquiries, forwarding on any emails to other team members as required
- The MDC Leadership Team encourages a continuous improvement mindset and shared responsibility for the effective functioning of the organisation. We encourage the incumbent to proactively identify any potential issues with the planning, delivery and evaluation of events and communicate these to the committee with adequate time for resolution based on the meeting schedule.

### Terms

Minimum 12 months' minimum commitment with notice period including handover/onboarding of new Event Manager at the end of term. Time allocated for handover is non-negotiable, you will be responsible for driving the recruitment of the new role and ensuring they are comfortable in their tasks before finishing up.

- **Time commitment**
  - Nine meetings p.a. of Leadership Team and Action Group members (1-1.5 hours each)
  - Annual planning meeting (half a day, 1hr prep)
  - Annual General Meeting (1.5hrs)
  - Support for 4-6 Game Changer and networking events per year and monthly Community Building activities including pre- and post- event activities.
  
- **Ideal skills/attributes of MDC Leadership Team members**
  - Experience in organising events (online and/or in-person), either in a professional or voluntary role
  - Experience managing volunteers and ability to work as a team
  - Interest in developing leadership experience
  - Proactive, takes initiative and very organised, with excellent written and oral communication skills
  - Highly committed to creating positive social, economic, environmental and cultural change
  - Creative and flexible, with the ability to adapt events in line with changing contexts
  - An openness and enthusiasm for using web-based collaboration software (e.g. Hangouts, G-Suite, Zoom), access to a laptop or desktop computer required
  - Passion to represent MDC within the development community and broaden networks and improve collaboration
  - Ability to commit 12-15 hours per month for event months (4-6 events per year including AGM).

#### Application details

#### To Apply

Email the MDC Leadership team [melbourne@developmentcircle.org](mailto:melbourne@developmentcircle.org) with a bit about yourself, why you're interested in joining the team, and a copy of your CV.

As this is a leadership role, you will need to also apply to become a member of the association and MDC's rules of association will be discussed with the successful candidate.

Applications will be considered and processed as they are submitted, so don't wait to apply for this excellent opportunity. We strive to be representative of the community and international development sector and we encourage First Nations, refugee and migrant peoples to apply.

#### What next?

Your application will be sent to the current leadership team for review. If you are a good match based on experience and alignment with MDC culture and values, then we will arrange for you to have a meeting (online/in-person) with a member of the team. If your application is accepted you will be contacted about next steps for onboarding and handover with the current position-holder and introduction to the team.

#### Questions?

Email Bardie at [events@developmentcircle.org](mailto:events@developmentcircle.org) to ask more about the role, the systems we currently have in place, or anything else!