

POSITION DESCRIPTION

Job Title:	Projects and Events Coordinator
Classification:	SCHADS level 4
Business Unit:	Prevention, Education and Research
Reports To:	Prevention & Education Manager
Direct Reports:	Nil
Location:	Hybrid (Melbourne)
PD created/updated:	December 2024

About Red Nose

Red Nose is Australia's leading authority on safe sleeping and safe pregnancy advice and has been a key provider of bereavement support following pregnancy, infant and child loss for over 40 years. We work hard to ensure parents whose baby or infant dies suddenly or unexpectedly can access appropriate bereavement support and care; regardless of where they are based in Australia.

Red Nose prides itself on being a learning organisation, working hard to ensure that our staff and volunteers have access to the best available evidence-based information and resources to train and educate new parents, childcare workers and health professionals.

Position Purpose

The Projects and Events Coordinator role has a supporting role in the Prevention, Education and Research (PER) team.

The PER team develop and create education products, including online learning, resources and in person training to deliver our strategic objectives. This team contributes to the organisation's mission and vision through ensuring easy access to safe sleep, safer pregnancy and best practice bereavement education across Australia.

The primary purpose of this role is to coordinate working groups, events and expos and provide project support and related activities to support the work of the team.

Key Responsibilities	Key performance measures
<ul style="list-style-type: none"> • Coordinate the Red Nose groups such as the National Scientific Advisory Group (NSAG) and its working groups including distribution of agenda, collation of any feedback and minuting. • Assist with event planning and logistics (e.g. for expos), including travel arrangements • Represent Red Nose at events when required • Assist the P&E Manager with responding to customised education training enquiries where required, for instance by preparing quotes • Manage requirements for online events, including preparing technical requirements and attendees, and practicing a run through a week prior • Support the Advocacy Projects Specialist – Aboriginal and Torres Strait Islander Initiatives with event coordination and resource development when required. • Coordinate design briefs for projects and events; assist with marketing campaigns • Provide other project, events and administration support as required • Liaise with volunteers and casuals to coordinate logistics for the expos (e.g. travel) and support expos onsite as required. • Provide quality customer service including answering telephone enquiries or at times helping provide cover for the Safe Sleep line • Ensure personal compliance with relevant Acts, Agreements, Policies and Procedures. • Develop own capabilities by participating in professional development activities, such as, formal and informal training and coaching. 	<ul style="list-style-type: none"> • Dates, agenda and meeting papers are set for working groups two weeks prior to each meeting • All work is carried out according to instructions and established processes and procedures • Tasks are delivered within established deadlines • Work is completed accurately • Customer service queries are responded to on the same day wherever possible, information provided is complete and accurate • Professional behaviour is maintained at all times in accordance with the Code of Conduct • 100% adherence to workplace health, safety and quality requirements

Skills, Experience and Technical Expertise	
Essential	<ul style="list-style-type: none"> • Qualification in Project Management or related experience of 2+years • Experience in coordinating and supporting working groups or committees, with minute taking expertise • A proactive approach to work • Well-developed time management and prioritisation skills • Excellent technical proficiency • Highly developed verbal and written communication skills • Excellent interpersonal skills
Desirable	<ul style="list-style-type: none"> • Event Management



Personal Attributes	
Essential	<ul style="list-style-type: none">• Understanding and interest in the work of Red Nose• Ability to maintain a supportive and patient approach when organising and aligning the efforts of a diverse team• Resilience, with the ability to work through, withstand and recover quickly from difficult situations.
Alignment with Red Nose values	<ul style="list-style-type: none">• Welcoming – creating spaces of comfort, collaboration and belonging• Courageous – comfortable with the uncomfortable. willing to have a go, identify mistakes and learn from them• Accountable – demonstrating integrity in everything you do• Respectful – valuing the contributions of all• Everyone together– working with passion for our cause

Quality, Safety and Improvement	
Essential	<p>Red Nose employees have a responsibility and accountability to contribute to the organisation’s commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none">• Exercises a duty of care for own health and safety and the health and safety of others• Acting in accordance and complying with all relevant Health, Safety and Quality policies and procedures.• Identifying risks, reporting and being actively involved in risk mitigation strategies.• Participating in and actively contributing to quality improvement programs.• Complying with all relevant competency standards.

Checks – employment subject to:	
Essential	<ul style="list-style-type: none">• National Police Check• Working with Children Check

Authorisation
Position authorised by: Margaret Polacska
Employee signature: _____
Date: ____ / ____ / ____