

POSITION DESCRIPTION

Events Coordinator

Location: Australia Centre, Strand, Central London

Reports to: Chief Executive Officer

Salary: Based on experience

Australia-United Kingdom Chamber of Commerce

The Australia-United Kingdom Chamber of Commerce is the independent UK-based membership organisation connecting the business community and professionals with interests in both Australia and the UK. With a diverse membership and network as well as trusted partnerships across the Australian and British Governments, we are the platform for industry to access and influence Australian-UK business intelligence, policy development, audiences and bilateral trade opportunities. See more at australiachamber.co.uk

Context of Role

The Australia-UK Chamber of Commerce is looking for a highly organised self-starter to coordinate its ongoing events programme. This role will manage day-to-day relationships with a variety of stakeholders including suppliers, venues, guests, sponsors and speakers to ensure that events are well run and delivered within budget. As events are a crucial component of the Chamber's ongoing member engagement, content and strategic communications strategy, the ideal candidate will have experience in creating and implementing communications plans associated with events.

Key Responsibilities

Event Management

- Support scheduling of the annual events calendar and keeping the internal and external event trackers up to date.
- Plan and deliver the logistical components of the Chamber's event programme ranging from roundtables, briefing seminars, networking receptions and formal dinners.
- Coordinate and manage a range of stakeholders, including suppliers, venues, photographers, guests, sponsors and speakers.

- Work with the CEO and Chamber team to identify and engage event suppliers on a preferential or partnership basis.
- Source event supplier quotes, manage costs and ensure event costs are within budget.
- Work with the CEO and Chamber team to drive event attendance including engaging with the Chamber's existing membership, platinum and gold partners and identifying potential additional guests for suitable events.
- Manage event set-up, invitations and registrations through Eventbrite or via email as required.
- Handle event enquiries from Members and suppliers.
- Create and coordinate guest lists, name tags and event collateral.
- Provide regular updates on event planning, preferred partnerships and marketing activities including event debriefs and recommendations.
- Attend events after-hours (typically week-day mornings or evenings) as required.
- Ensure the organisation is GDPR compliant through the monitoring of mailing list requests and event invitations

Manage Event Marketing and Communications

- Create and schedule marketing communications with the support of the Member Relations and Marketing Executive including:
 - Event invitations via Mailchimp
 - Event program documents and powerpoint slides
 - Event reminder emails, thank you and follow-up emails
 - Contribute to social media communications associated with Chamber events, particularly via Twitter, LinkedIn and Instagram.

General Office Support

- Work within a small team to assist with general office administration including taking calls, dealing with enquiries, event ticket invoicing, approval of event invoices and providing logistical support before and after events.
- Attend weekly team meetings and provide updates on scheduling of event marketing communications activities and event logistics.

Traits & Skills required

- Extremely strong attention to detail and organisational abilities
- Excellent time-management skills
- Strong written and verbal skills including precise grammar and spelling

- Competency and confidence with a range of systems, especially Highrise or similar CRM system, Mailchimp and Eventbrite
- Comfortable working across Word, Excel and Powerpoint to create polished content and briefings
- Experience in online content management especially across Twitter, LinkedIn and Facebook
- Committed, enthusiastic and well-presented
- A self-starter comfortable with working within a small team
- Flexibility to attend regular out of hours events including early mornings, evenings and occasional weekends
- Demonstrated interest/experience in and understanding of Australia desirable
- Strong Australian and UK networks desirable

Benefits

- Contribute to a growing organisation focused on key issues at a significant time in relation to international business and trade opportunities between the UK and Australia.
- Friendly working environment based at the Australia Centre in central London with a dynamic and close-knit team.
- Manage delivery of high-profile events with business and government leaders from both Australia and the UK.
- Develop a valuable network of business and government stakeholders including the Australian High Commission, Australian State Governments, multinational companies and high-growth international businesses.

Application process

To apply for this position please send your CV and cover letter addressing the above *Key Responsibilities* and *Traits & Skills Required* via email with the subject line 'Application: Events Coordinator' to hello@australiachamber.co.uk by 5pm Friday 21st February.

Applicants must be eligible to work in the UK- please provide details of this in your cover letter or CV.

For more information please get in touch with the Australia – United Kingdom Chamber of Commerce at 020 7099 8444, or email hello@australiachamber.co.uk