



Positive environmental actions, for everyone.

JOB DESCRIPTION

ROLE:	Events Manager
MANAGER:	Head of Circular Economy Development
DIRECT REPORTS:	None
LOCATION:	Sydney
HOURS:	37.5 hours per week
UPDATED:	March 2023

FUNCTION & PURPOSE

- To build, manage and support ACE Hub's visibility at public events.
- To ensure the success of the ACE Hub events calendar.
- To build awareness of the ACE Hub (and wider Planet Ark campaigns as appropriate) within government, businesses, academia and community through the events calendar and where promotion opportunities exist.
- To develop the content and produce communication resources with the Communications team to promote the ACE Hub events calendar activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Support strategic and annual planning of ACE Hub events calendar to deliver the outcomes and goals of the ACE Hub strategy.
2. Project management of the ACE Hub event calendar (such as conferences, workshops, webinars, courses, etc.), including development, planning¹, promotion, execution² and acting as primary point of contact for all event stakeholders e.g., government, businesses, academia and community.

3. Ensure successful delivery of Planet Ark physical and online events.
4. Contribute to workshop facilitation as identified by Head of Circular Economy Development.
5. Work with the Communications team to develop, produce and release a range of resources including social media content and other media tools as agreed to promote events.
6. Research and manage external event and course library for ACE Hub website.
7. Work with the Planet Ark team to identify and develop opportunities for events to promote the Planet Ark brand and its programs.
8. Assist with the management of external speaking opportunities including registering participation, submitting bios, subject matter research and any other relevant support.
9. Follow up on event opportunities identified by Head of Circular Economy Development and develop project management briefs for consideration.
10. Financial management and reporting – including budget maintenance and reconciliation for all events, event registration and attendance records, event evaluation and compiling reports.
11. Maintaining a record of preferred sustainable event locations, services, and suppliers.
12. Manage planning and participation in exhibitions and necessary resources as required.
13. Maintain physical event materials for Planet Ark and ACE Hub.
14. Develop and maintain good relationships and communication with internal teams and external stakeholders.
15. Ensure personal adherence to Planet Ark's HR Manual.
16. Contribute to other organisational activities and other duties as reasonably directed by the Manager.

WORKING RELATIONSHIPS:

INTERNAL	EXTERNAL
Head of Circular Economy Development	Government
ACE Hub Team	Existing and potential program partners and clients
Communications Team	Event stakeholders
CEO and Exec Team	Media
Planet Ark Team	Other stakeholders

ESSENTIAL SELECTION CRITERIA

1. At least 3 years' experience in event management/marketing
2. Experience developing and implementing sustainable events, including in-person, virtual and hybrid events
3. Extensive experience in partner/stakeholder management with strong interpersonal skills and a demonstrated capacity for conflict resolution
4. Strong presentation and content creation skills
5. An excellent attention to detail
6. Ability to think quickly, work effectively under pressure and to manage several projects at once
7. Excellent organisational, verbal and written communication skills
8. A strong alignment with Planet Ark's mission and values

DESIRABLE SELECTION CRITERIA

9. Tertiary qualification in marketing, events or related discipline
10. Knowledge of circular economy
11. Experience communicating with C-suite and Government representatives
12. Experience developing and/or facilitating workshops