



## Casual Events Coordinator

<b>Employer:</b>	Swimming WA (SWA)
<b>Reports to:</b>	Events and Operations Manager
<b>Department:</b>	Events
<b>Location</b>	Beatty Park Leisure Centre North Perth, Western Australia
<b>Position Overview</b>	<p>Swimming WA (SWA) is the peak body for swimming in Western Australia, representing more than 85 swimming clubs and over 12,000 registered swimmers across the state. SWA is a proud member of Swimming Australia Limited.</p> <p>SWA is a values based, performance driven organisation, which requires talented people, prepared to work hard to deliver the SWA Strategic Plan 2018-2024. SWA is undergoing an exciting transformation and this is reflected throughout the WA community where stakeholders have determined that 'It's Swimming's Time'.</p> <p>SWA expects all employees to exhibit the values of the organisation, which include:</p> <ul style="list-style-type: none"> <li>• Be Real</li> <li>• Smash the Clock</li> <li>• Make Every Interaction Count</li> <li>• Stronger Together</li> </ul> <p>The Events Coordinator is employed to work closely with relevant stakeholders; particularly local stakeholders including local government, swimming clubs and surf lifesaving clubs, to deliver multiple Metropolitan and Regional Open Water Swim events.</p> <p>The key outcomes of this position are to actively lead and deliver open water swim events in Western Australia. This will be achieved by working closely with SWA swimming clubs, local government, local stakeholders and SWA staff. The role is responsible for achieving sustained high performance in the delivery of SWA Open Water Swim events and corporate events, in line with SWA's market leading position.</p> <p>A primary outcome of the position is to manage the logistics and preparations for the successful delivery of SWA pool, open water and corporate events.</p> <p>Establishing close working relationships with SWA event stakeholders, commercial and corporate partners and internally with officials, volunteers and all members of staff (in particular the Manager Marketing and Communications) will be essential to the successful achievement of this position's objectives.</p>
<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>• Promote the aims and objectives of SWA, within the swimming and general community</li> <li>• Coordination of logistics, event preparation and delivery across open water events of SWA.</li> <li>• Coordination of logistical support for the SWA Office</li> <li>• Reporting on key achievements against the 2018-24 SWA Strategic Plan Objectives and Performance Measures (KPIs)</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure revenue opportunities are maximised through the delivery of event</li> <li>• Achieve specific KPIs with respect to the successful delivery of the Open Water Series Events and in line with SWA's objectives</li> </ul>
<b>Key duties:</b>	<ul style="list-style-type: none"> <li>• Develop promotional material to increase awareness of open water swim events and our partners.</li> <li>• Coordination and development of each event Meet Director file, announcer prompts, programs and event layout</li> <li>• Work with external parties and contractors to deliver events</li> <li>• Ordering of catering for all events and coordination of all ancillary event logistics</li> <li>• Coordinate the ordering and stock control of all merchandise, stationery, trophies and medals (and checking of the same)</li> <li>• Coordination of event set-up and pack-down in line with site map and in conjunction with the Manager Marketing and Communications requirements</li> <li>• Maintain stock control of SWA Timing equipment, swimming caps, signage and marketing collateral</li> <li>• Coordinate the distribution of medals, and other key SWA materials</li> <li>• Maintain Open water online entry system in consultation with Events and Operations Manager</li> <li>• Coordination of logistics for Open Water events</li> <li>• Any other duties within the Employees capabilities and which is reasonable to expect the Employee to undertake as directed by the Events and Operations Manager.</li> <li>• Work with Regional Clubs to ensure successful delivery of Regional Open Water events</li> <li>• Comprehensive post event summary of all Open Water events</li> <li>• Ability to manage large numbers of external parties (e.g. contractors) to efficiently achieve the key deliverables of their role</li> <li>• Seek innovative solutions to enable SWA to deliver improved operations for all events to ensure SWA stays a market leader in this area</li> </ul>
<b>Hours of work</b>	<p>The position is a casual contract position working a minimum of 15 hours per week from October to March. To succeed in this role the person will be required to work additional hours as necessary, to ensure the success of the OWS and corporate events. This will include weekend work and intrastate travel.</p>