

Events & Functions Manager

Duties & Responsibilities

February 2019

PHONE: +61 2 6214 3503 | EMAIL: info@avf.org.au | ABN: 46 487 409 518
Building 13, Australian Institute of Sport, Leverrier St, Bruce ACT 2617, AUSTRALIA



Job Description

Job Title: Events & Functions Manager

Reports to: Events Director

VA Business Unit: Events and Functions

Organisational Objectives

Volleyball Australia (VA) is committed in delivering quality events for both Beach and Indoor programs at a national and international level. All employees are responsible for ensuring work activities align with the organisations objectives.

- **Mission** – To lead, partner and support the growth in participation, performance and profile of volleyball in Australia
- **Values** – Inclusivity, Respect, Pride, Commitment and Integrity

Job purpose

The Events & Functions Manager is responsible for the planning, delivery and marketing of a number of indoor and beach events conducted in Australia. These events range from school and junior to national open championships. There will be a requirement to host international FIVB or AVC events.

The Sporting Events & Functions Manager will be responsible for the hosting of VA's major functions – Annual General Meeting, Stakeholder meetings and Annual Awards Dinner to name a few.

The Events & Functions Manager will work as a team member in the Events unit at VA whereby there will be an expectation for sharing knowledge and support for the other Event Managers in delivering their programs. This support will be reciprocated by the other VA Event Managers in assisting the delivery of the programs, events and functions.

The Events & Functions Manager will report to the Events Director.

Role Specific Deliverables

- Establish, activate and review a project management plan for all programs, events and functions.
- Develop, lead and review the marketing plans for all programs, events and functions.



- Develop program, event and functions budgets with support from the Events Director. All VA program, event and functions budgets are subsequently approved by the VA Board.
- In conjunction with the VA Finance Manager, manage all budgets for activities under your responsibility ensuring cash flow and reporting any variations to budget. Ensure income is invoiced and expenditure is paid in a timely manner.
- Identify, liaise and assist contracted promoters / delivery agents on behalf of the VA.
- Request services and products for programs and events as per VA's Procurement Policy
- Review and develop the Risk Management Plan for each program, event and function delivered.
- Manage all scheduled Programs, Events and Functions as per the event regulations or Functions Brief, regularly reviewing and documenting for improvements.
- Manage, educate and develop the skills of competition staff and volunteers to deliver sustainable international standard volleyball events.
- Review, develop and implement effective systems, processes and documentation to create sustainable high quality event frameworks for international and domestic events.
- Develop and implement new Volleyball programs, events and functions as opportunities are identified or become available.
- Develop reports for the VA Board, Chief Executive Officer or Annual Report when required.
- Assist the CEO, Media Manager and Events Director in the development and activation of the Marketing and Communications Plans.
- Contribute to the review and development of event policies.

Key Relationships

Internal

- Events Director
- VA Chief Executive Officer
- Other VA Event Managers
- VA staff members
- VARC

External

- Member States and Territories
- Oceania Volleyball Federation
- Asian Volleyball Confederation
- FIVB
- Sponsorship and Corporate partners
- Volunteers, Consultants and Promoters

Health and Safety

All VA staff members must ensure a safe and healthy work environment for themselves and your team by complying with and ensuring your team comply with the organisation's health and safety policies, standards practices and programs.



Qualifications, Experience and Competencies

Qualification	<ul style="list-style-type: none">- Sports / Events Management and/ or Marketing degree / diploma is desirable.
Experience	<ul style="list-style-type: none">- Proven sport /event management and marketing experience- A thorough understanding for and the operations of delivering domestic and international sport events is essential is desirable.- A broad knowledge of volleyball is preferable but not essential
Job specific competency	<ul style="list-style-type: none">- Ability to manage complex operations with a dynamic, medium to high profile sport / event environment- Knowledge or an ability to gain a knowledge of international protocols associated with delivering an international event- Ability to undertake sport specific programming, scheduling and rostering across all programs and events- Financial accountability- Proven people skills- Competent computer skills (Microsoft)
General Competencies	<p>Results Orientation – maintain a strong attention to detail when completing work related tasks, addressing situations, or working through challenges</p> <p>Client Focused – focusing on a person’s ability and motivation to create a positive customer experience, for all event client groups, through the delivery of a high quality service and/ or experience</p> <p>Planning & Organising – focuses on the ability to effectively plan, organise work and set priorities for self and others</p> <p>Team work & Team building – focuses on the ability to build and foster a positive, engaged and change agile team that can achieve organisational, group / individual goals and objectives</p> <p>Decision Making & Problem Solving – focuses on the ability to think “outside the box” to make well informed, effective and timely decisions</p> <p>Event Leadership – focuses on the ability to build, lead, and influence robust, high performing teams; managing conflict and striving to achieve the organisational goals.</p>