

POSITION DESCRIPTION

Position Title:	Events Officer	Department:	Communications and Engagement
Reports To:	Director, Communications and Engagement	Location:	Darlinghurst
Direct Reports:	No		
<p>Position Purpose:</p> <p>The Events Officer supports and undertakes the planning and execution of events, forums and related activities such as sponsorships to help NCOSS support and connect with the sector and raise NCOSS’s profile as the peak body for the NSW social service sector. Events can vary from year to year and adjust to the previous year’s learning and progress, however key NCOSS events for 2026 include:</p> <ol style="list-style-type: none"> 1. Local Connect Forums (7 per year held across NSW) 2. Regional Member Meetings (RMM) (online, 3-4 per year) 3. Forum Of Non-Government Agencies (FONGA) Meetings (online, 3-4 per year) 4. Annual Post-Budget Breakfast 5. Annual NCOSS Excellence, Vision and Advocacy (EVA) Awards 6. NCOSS AGM 7. Internal NCOSS EOY staff event <p>Other responsibilities:</p> <ol style="list-style-type: none"> 1. NCOSS Sponsorships register and agreements <p>This is a dynamic role ideal for someone with strong logistical and project management skills, detail-oriented, highly organised, delivery-focused, strong in communication and problem solving, and has a passion for bringing people together through well-executed events to network with colleagues, help build sector</p>		<p>Position Dimensions</p> <p>Classification: Level 4+ (NCOSS EBA 2016), permanent full-time, 35 hours per week Salary: \$94,033 (annual), (\$51.65 per hour) + superannuation Other entitlements: Hybrid and flexible working arrangements offered, 17.5% annual leave loading, salary packaging</p>	

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<p>capability and NCOSS’s profile. The Events Officer works closely with the Director of Communications and Engagement, the Sector & Community Engagement Officer, the Communications Officer, the Executive Support Officer, NCOSS Directors, the Policy and Advocacy team, the Operations team, and other key stakeholders. The role offers an opportunity to play an important part in contributing to the successful execution of NCOSS’s overall strategy, which is to drive social equity, support sector excellence, and strengthen NCOSS to better serve the people of NSW.</p>	
	<p>Industrial instrument: NCOSS EBA 2016 NCOSS Code of Ethics and Conduct</p>
<p>Qualifications and Experience</p>	
<ul style="list-style-type: none"> • Qualifications and training in a relevant field such as business administration, marketing or events and project management • At least 3 years’ experience in event coordination. Experience in the social, nonprofit or government sector is highly regarded • Proven track record in project management including managing multiple projects with competing priorities and deadlines • Experience with end-to-end organising and managing events, both in person and online, including logistics e.g. travel, venues, catering, registrations • Experience setting up, sourcing content and speakers, developing agendas, and hosting online meetings with members • Confident liaising with diverse internal and external stakeholders, suppliers, and community partners • Strong interpersonal and engagement skills, demonstrated sound judgement and ability to work independently and proactively consulting with stakeholders • Strong written and verbal communication skills • Experience negotiating sponsorships and establishing/managing a sponsorship register, and maintaining positive sponsorship partner relationships • As a member of a small organisation, flexibility and willingness to lend a hand where needed to support delivery of organisational priorities • Understanding of the social service sector and issues of poverty and disadvantage would be advantageous • Proficiency in Microsoft Office, and platforms such as Eventbrite, Zoom, Survey Monkey, Canva, Humanitix, Google Ads, Mail Chimp, Wordpress • Experience using Google Workspace and Customer Relationship/Work Management systems such as Monday.com • Willingness to travel within Sydney and across NSW and work flexibly/out of hours when needed 	

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Key Accountabilities:	Key Activities:
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Plan, coordinate and execute events, forums, and sponsorship opportunities. Involves managing these from initial concept, budgeting and marketing to logistics, stakeholder/member liaison, risk management, and post-event reporting.	<ul style="list-style-type: none"> Flagship events include Local Connect Forums, FONGA, Regional Member Meetings, Post-Budget Breakfast, EVA Awards, AGM
Local Connect Forums (NSW-wide)	<ul style="list-style-type: none"> Events Officer provides logistics support to Sector & Community Engagement Officer who leads/manages these forums Support delivery of a schedule of forums in 7 regional & metro locations across NSW Manage logistics budget and coordinate logistics e.g. travel, accommodation, venue, catering, AV/microphones, screens, external support e.g. photographers Collaborate with local partners to ensure strong community engagement/attendance Facilitate on-site setup, registration, and attendee support Contribute to event design to maximise participant experience and event outcomes Contribute to post event report
FONGA meetings and Regional Member Meetings (RMM)	<ul style="list-style-type: none"> Plan/deliver a schedule of 2-hour, online FONGA (3-4/year) and RMMs (3-4/year) with support from the Sector and Community Engagement Officer Supporting online events including by creating appointments, managing hosting functions, sharing PowerPoints, monitoring the chat, preparing minutes/action logs Develop post event reports

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<p>Post-Budget Breakfast (PBB)</p>	<ul style="list-style-type: none"> • Plan/deliver annual PBB typically at Parliament, within 1 month of the NSW Budget • Co-ordinate internal planning meetings with NCOSS staff as necessary • Develop post event report • Breakfast traditionally features the NSW Treasurer, the Shadow Treasurer and sector speakers so liaising with their staff to secure their attendance • Manage event budget and logistics e.g. registrations via Humanitix, travel, venue coordination, accommodation, catering, AV, external suppliers e.g. photographers
<p>EVA Awards</p>	<ul style="list-style-type: none"> • Assist in organising this flagship event • Coordinate between NCOSS and the event location on logistics, run sheets, creative elements, and guest experience. Work with external agency as needed • Manage event budget, registration and catering, develop post event report • Liaise with speakers, performers, internal departments, develop briefing notes for all • Support the development of visual materials and historical displays • Liaise with external suppliers and possibly external event agency
<p>AGM</p>	<ul style="list-style-type: none"> • Support organising the NCOSS AGM alongside the Operations team • Support with logistics, run sheets, event set-up, AV/slides, guest speaker, event briefing notes for CEO and speakers, develop post event report • Manage event registration and catering • Other activities as required including liaising with external suppliers
<p>NCOSS EOY staff event</p>	<ul style="list-style-type: none"> • Manage event budget and coordinate logistics e.g. venue, catering, activities • Communicate logistics

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<p>NCOSS Sponsorships</p>	<ul style="list-style-type: none"> • Develop a sponsorships criteria outline to guide decisions on what to/not to sponsor, why, alignment with NCOSS Strategy • Assess sponsorship proposals from external parties and make recommendations to the Director, Communications & Engagement / other management team as needed • Look for NCOSS sponsorship opportunities of sector and make recommendations to the Director, Communications & Engagement / other management team as needed • Negotiate approved sponsorship with and by NCOSS • Manage sponsorships budget and sponsorships register • Develop and maintain a registry of NCOSS sponsorships
<p>General Duties</p>	<ul style="list-style-type: none"> • Purchasing in accordance with NCOSS policies and systems • Develop project plans & checklists, convene event project management meetings • Supporting events project management by organising online and face-to-face meetings including RMM and FONGA • Supporting online events including by creating appointments, managing hosting functions, sharing PowerPoints, monitoring the chat, preparing minutes/action logs • Provide hands-on support during all events • Coordinate promotional content in partnership with NCOSS Communications Officer, Executive Support Officer and external agencies as needed • Support post-event evaluations and contribute to event impact reports • Provide support to other NCOSS projects as needed