

Events Coordinator

Position Description

Date Reviewed: October 2026
Reports to: Director, Governance and Executive Services
Status: Part-time
Term: Ongoing
Direct reports: Nil
Location: Broadford

Taungurung Land and Waters Council (TLaWC) is the appointed representative entity of the Taungurung nation, and acts as the voice of the Taungurung people – a people with a strong sense of shared identity, self-determining in the management of Country and culture.

TLaWC upholds the interests of the Taungurung people with an emphasis on economic, social, cultural and cultural heritage well-being. TLaWC is a Registered Aboriginal Party as well as the representative entity for the Taungurung Recognition and Settlement Agreement.

TLaWC's focus is to honour the past, protect the present and strengthen the future of the Taungurung Nation, which occupies a large part of Central Victoria.

The Office of the CEO provides strategic, administrative, and organisational support across TLaWC, ensuring effective coordination of whole-of-organisation activities, communication, and governance.

Primary Function

The Events Coordinator is responsible for planning, coordinating and delivering high-quality organisation-wide events that support TLaWC's strategic, governance, cultural and community engagement objectives. This includes staff events, corporate events, community meetings, ceremonies, Annual General Meetings (AGMs), General Meetings, forums, workshops and other organisational activities requiring structured coordination.

The role provides end-to-end event management, logistical coordination, stakeholder liaison and administrative support for events led through the Office of the CEO, as well as governance, operational and community-focused events across the organisation. This includes close collaboration with the Community Engagement Manager for community engagement activities and with the Biocultural Landscapes Directors and other business units to coordinate their respective events, meetings, forums and engagement activities.

The Events Coordinator acts as the central coordination point for organisational event and ceremony requests, maintaining event planning systems, calendars, registrations and delivery processes to support consistent and effective event management across TLaWC. The role is also responsible for maintaining accurate event attendance, participation and engagement

records, supporting the collection and management of membership and community participation data arising from events, ceremonies, forums, camps and other organisational activities.

The Events Coordinator contributes to whole-of-organisation coordination activities and supports internal communication, reporting and continuous improvement related to event planning, delivery and evaluation.

Key Duties

- Plan, coordinate, and deliver organisational events including staff events, corporate events, community gatherings, ceremonies, workshops, and strategic meetings.
- Oversee all event logistics, including venue bookings, catering, AV, equipment, run sheets, risk assessments, set-up, and pack-down.
- Coordinate internal and external stakeholders to ensure smooth event delivery.
- Develop event schedules, plans, and timelines, ensuring activities are delivered on time and within budget.
- Source and manage suppliers and contractors as required.
- Work collaboratively across all teams to provide event-related support for organisation-wide initiatives.
- Support the Office of the CEO with internal communications, staff briefings, and coordination activities related to events.
- Assist with drafting content for internal updates, invitations, event collateral, and promotional materials as needed.
- Liaise professionally with community members, staff, partners, suppliers, and government agencies to support event requirements.
- Provide high-quality customer service and act as a key point of contact on event day.
- Prepare and monitor event budgets, process invoices, and maintain accurate records.
- Develop post-event reporting and evaluation to support continuous improvement.
- Contribute to project planning and organisational reporting where required.
- Coordinate and manage organisational event and ceremony requests through approved planning and approval processes.
- Maintain the organisation-wide events calendar and support scheduling, prioritisation and coordination of events across all teams.
- Coordinate event registrations, attendance tracking and participant communications.
- Maintain accurate records of event attendance, participation and engagement outcomes.
- Collect, record and manage membership and community participation data arising from events, forums, camps, ceremonies and engagement activities.
- Support organisational reporting by maintaining reliable participation, membership and engagement records.

- Ensure event records, attendance information and participant data are maintained in accordance with organisational privacy, records management and reporting requirements.
- Develop and maintain event procedures, templates, registration processes and event administration systems to support consistent delivery across the organisation.
- Coordinate event-related logistics including participant communications, registrations, attendance management and post-event follow up.

WHS

1. Comply with all safety policies, procedures and work instructions to support a safe work environment for all staff

Role Requirements

- Walking long distances over difficult terrain while carrying equipment
- Tasks that involve a degree of flexibility such as walking on uneven surfaces
- Driving off road across a variety of landscapes and gradients
- Long periods of time spent sedentary at a desk
- Reasonable level of health and fitness required to perform the inherent requirements of the role

Key Selection Criteria

Essential capacities

- Demonstrated experience coordinating and delivering events for a range of audiences.
- Strong project management skills, with the ability to manage multiple events simultaneously.
- Experience in budget management, supplier coordination, and logistical planning.
- High-level written and verbal communication skills.
- Strong interpersonal skills, with the ability to work collaboratively across teams and liaise respectfully with diverse stakeholders.
- Strong administrative skills, with proficiency in Microsoft Office and experience managing documentation and schedules.
- Experience contributing to communication materials or event-related marketing content.
- Demonstrated experience maintaining databases, participant records, customer relationship management systems or membership records.
- Strong attention to detail and experience managing data, registrations, attendance records and reporting.

- An appreciation of Taungurung cultural values and willingness to work respectfully with Traditional Owners.
- An appreciation of Taungurung cultural values
- Victorian drivers license
- Successfully pass a Working with Children Check

Personal Attributes

- Good professional judgment and confident decision-making in relation to core duties
- High ethical standards and personal integrity
- Reliable
- Ability to maintain confidentiality in relation to sensitive information
- Strong organisational skills and time management habits
- A high degree of emotional intelligence

To work with TLaWC applicants must have

- Strong organisational and time-management capabilities.
- High degree of emotional intelligence and professionalism.
- Confidentiality, discretion, and integrity.
- Ability to work independently and exercise sound judgement.
- Reliable, proactive, and adaptable.

Key Performance Indicators

1. Event Delivery

- Deliver high-quality, culturally safe and well-coordinated organisational, community and governance events.
- Achieve agreed event objectives, timelines and budgets.
- Maintain positive participant, stakeholder and community feedback.

2. Event Planning & Coordination

- Maintain effective event planning systems, schedules, run sheets and risk management processes.
- Ensure events are planned and coordinated in a timely and professional manner.
- Support cross-organisational event coordination and collaboration.

3. Stakeholder & Community Engagement

- Build and maintain positive relationships with community members, staff, suppliers and external stakeholders.
- Provide responsive and professional event-related communication and support.
- Promote participation and inclusion across TLaWC events and activities.

4. Event Reporting, Attendance & Data Management

- Maintain accurate attendance, participation and event records for all organisational events and ceremonies.
- Ensure event participation and engagement data is captured and reported in a timely manner.
- Support the maintenance of membership and community engagement information arising from organisational events and activities.
- Provide accurate event participation reporting to support organisational planning, engagement and decision-making.

5. Financial & Administrative Management

- Manage event budgets within approved allocations.
- Process invoices, purchase requests and event documentation accurately and on time.
- Maintain compliance with organisational policies and procedures.

6. Organisational Support & Team Contribution

- Contribute positively to organisational culture and whole-of-organisation initiatives.
- Work collaboratively across teams to support corporate, governance and community priorities.
- Demonstrate behaviours consistent with TLaWC's values.

7. Compliance & Safety

- Ensure event activities comply with relevant policies, procedures and legislative requirements.
- Integrate risk management and Work Health & Safety considerations into all event planning and delivery.

I _____(Name) understand the inherent requirements of this role



Sign_____

Date_____