

ROLE:	Professional Development and Social Events Coordinator
REPORTS TO:	Chief Executive Officer (CEO)
PARALLEL SUPPORTS:	Finance/Membership/Events/Advocacy
KEY STAKEHOLDERS:	External Providers: Event attendees, trainers, speakers, and community partners Internal Providers: VESPIIA members and Operational Committee teams.
STATUS:	Volunteer Position

ORGANISATION OVERVIEW

The Veterans, Emergency Services & Police Industry Institute Australia (VESPIIA) is a for-impact organisation built to support the supporters, acting as a peak body for the organisations, staff and volunteers working to deliver support and programs to Veterans, Emergency Services, Police and their families.

VESPIIA achieves this through providing advocacy and lobbying on behalf of the sector, professional development and networking events, resources and other support, to ensure our members can deliver the best possible support to the community.

ROLE OVERVIEW

The Volunteer Professional Development and Social Events Coordinator will organise and manage events that foster learning, networking, and community-building within VESPIIA. This role involves planning professional development workshops, seminars, and social events, ensuring they align with VESPIIA's mission and the needs of its members.

KEY RESPONSIBILITIES

1. Event Planning and Coordination
 - Organise professional development events, including workshops, seminars, and training sessions.
 - Plan and execute social events that promote networking and engagement among members.
 - Coordinate logistics such as venue booking, scheduling, speaker arrangements, and event promotion.
2. Stakeholder Engagement
 - Build and maintain relationships with trainers, speakers, and facilitators for professional development events.
 - Collaborate with community partners and other volunteers to enhance event offerings.
 - Engage with members to gather feedback on event topics and formats.
3. Promotion and Communication
 - Work with the Marketing team to create promotional materials for events, including flyers, social media posts, and newsletters.
 - Communicate event details clearly to members and stakeholders to ensure strong participation.
 - Share post-event updates and reports to highlight outcomes and engagement.
4. Administrative Support
 - Maintain a calendar of professional development and social events.
 - Track event attendance and gather feedback to evaluate success and areas for improvement.
 - Prepare event budgets and ensure expenses align with allocated resources.

SKILLS AND COMPETENCIES

- **Event Management:** Strong organisational skills to plan and coordinate events effectively.
- **Interpersonal Skills:** Ability to build relationships with members, partners, and speakers.
- **Communication Skills:** Clear and professional written and verbal communication.
- **Team Collaboration:** Willingness to work closely with other volunteers and stakeholders.
- **Creativity:** Innovative thinking to design engaging and impactful events.
- **Passion for Service:** A commitment to supporting those who serve our communities.

QUALIFICATIONS AND EXPERIENCE

- Prior experience in event planning, coordination, or community engagement is beneficial but not required.
- Enthusiasm for contributing to a volunteer-driven organisation.
- Familiarity with the needs and interests of veterans and service communities is a plus.

COMMITMENT AND EXPECTATIONS

- **Approximate time commitment:** 3-5 hours per week, flexible based on availability and deadlines.
- Attend monthly Operational Committee meetings (virtual or in-person as required).
- Maintain regular communication with committee leads to report progress.

SUPPORT PROVIDED

- Orientation to VESPIIA's mission, goals, and processes.
- Access to templates, resources, and team support for event planning and coordination.
- Opportunities for skill development and networking within the sector.