



## Reconciliation South Australia Incorporated Events and Marketing Officer, Position Description

<b>Summary:</b>	Reconciliation SA is a community based, not-for-profit organisation that aims to advance reconciliation across South Australia.
<b>Salary:</b>	1 FTE salary based upon \$72,135 p.a. (12 month contract, options for longer).
<b>Location:</b>	Level 1, 24 Pitt Street, ADELAIDE SA 5000
<b>Reports To:</b>	The CEO of Reconciliation SA

### Vision

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We strive for a reconciled and just South Australia. We believe at the heart of reconciliation is respectful relationships and understanding between First Nations peoples and the broader community. We must be bold, brave, and courageous.

### Commitment to the Principles and Practice of:

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- Reconciliation
- Leadership
- Diversity
- Equal Opportunity
- Occupational Health, Safety and Welfare
- Quality Management

### Key Outcomes

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This role has been created to:

1. Contribute to the promotion of events, programs, activities and relationships that are aligned to Reconciliation SA's Strategic Plan.
2. Coordinate the annual suite of Reconciliation SA events to drive member and reconciliation partners engagement and revenue for the organisation.
3. Increase sponsorship and partner engagement in event and campaign delivery across the organisation.
4. Deliver marketing and communications activities to raise both Reconciliation SAs profile and event and campaign engagement.

### Key Responsibilities

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#### Relationship management

- Engage and work closely with appropriate South Australian First Nation stakeholders, to ensure that the work undertaken is mindful and respectful of First Nations people's rights and cultural interests and recognises the value of their time.
- Engage and work closely with non-First Nation organisations to support their understanding, engagement, and participation in the Reconciliation movement and Reconciliation SA.
- Develop and maintain relationships with a broad range of stakeholders, focussing on our event sponsors, partners and Reconciliation SA members

#### Event and Campaign Management

- Coordinate Reconciliation SAs events and campaigns by managing requirements to ensure the successful delivery of events through liaising with guest speakers, arranging invitations, sending communication to clients/attendees, catering, fundraising, sponsorship, feedback, and evaluation
- Coordinate budget for all events and gain approval from CEO
- Deliver marketing and promotions for all events including direct email campaigns, website, ticketing, public relations and social media.
- Plan and deliver general marketing and promotions for the organisation to raise brand awareness, in conjunction with the CEO.
- Coordinate and attend collaborative programs with Reconciliation SA partners, sponsors, and members.
- Coordinate all social media platforms, their content and responses including Facebook, Instagram, Twitter and LinkedIn.
- Providing confidential administrative support by answering phones, greeting visitors / contractors, supporting partnerships, sponsors and members when they arrive and ensuring referrals to staff and data entry are done in a timely manner.
- Ensure all records and data are accurate, stored and that confidentiality is maintained.
- Growing the support base of Reconciliation SA through its membership program, reconciliation partnership program and services.

### **Team Engagement**

- Positively and constructively represent Reconciliation SA to external contacts at all opportunities.
- Maintain a safe and healthy workplace, identify, and act upon potential workplace hazards and identify and implement improvements.
- Operate in line with Reconciliation SAs policies and procedures and follow reasonable directions to help ensure the health, safety and welfare of self and others.
- Participate in an annual performance development and management program and professional development programs.

### **Person Specification**

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- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples, including a sound knowledge and understanding of historical experiences and the impacts this has upon Aboriginal communities in contemporary society.
- Demonstrated knowledge of the Reconciliation movement across SA and nationally.
- Relevant Tertiary qualifications in either Marketing, Events, or Communications.
- Proven experience in event and/or campaign management.
- Proven ability to apply a high level of verbal and written communication to a standard of publication or presentation in a public forum.
- Demonstrated commitment to a high standard of professionalism in a high-pressure environment, managing deadlines and competing demands.
- Strong organisational, planning and time management skill to achieve agreed outcomes and work co-operatively as part of a team.
- Confidence in dealing with periods of high intensity workload, with rapidly changing priorities, when meeting timelines
- Proven computer proficiency and keyboard skills using office suite of applications (such as Microsoft Office products) with a high degree of accuracy, presentation and format.
- Knowledge of social media platforms and current social media trends.
- Knowledge of website platform Wordpress (or similar).
- Sound knowledge of administrative, records management, human resources and financial policies, practices and procedures

- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment

## Key Relationships/Interactions

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Direct working relationships:

CEO, Reconciliation SA	Internal Reconciliation SA staff
Reconciliation SA Members	Reconciliation SA Board Members
Reconciliation SA Sponsors	
Reconciliation Partners	

## External working relationships:

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First Nation community groups and key contacts, Reconciliation Australia, other Reconciliation bodies, government departments, non-government organisations, corporate bodies, and charities.

Special Conditions

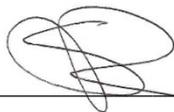
- The appointment is subject to the successful completion of a 3-month probationary period with probationary review meetings being conducted in the first 3 months and six months of employment.
- The incumbent is expected to work in a manner consistent with all relevant state and federal legislation and the Reconciliation SA Code of Conduct.
- Engagement in this role may be subject to a satisfactory criminal history check and working with children check.
- Travel in regional and remote South Australia will be required.
- Some out of hours' work will be required.
- Possession of a current driver's licence is essential.

*Reconciliation SA is an Equal Opportunity Employer*

*We celebrate diversity and are committed to creating an inclusive environment to all employees*

*First Nations people are strongly encouraged to apply*

Signed: -



Shona Reid  
CEO, Reconciliation SA

Dated: - 27 / 08 / 2021