

POSITION DESCRIPTION

Position Details	
Title	Senior Events Officer
Classification and Level	ECA Level 3
Section	Conference and Events Team
Reporting to	General Manager, Conference and Events
Delegation	Nil
Clearance requirements	<ul style="list-style-type: none"> Working with Vulnerable People Registration National Police Check
Date Approved	December 2025
Date Reviewed	December 2025

OUR VISION: EVERY YOUNG CHILD IS THRIVING AND LEARNING

About Early Childhood Australia

Early Childhood Australia (ECA) has been operating since 1938, we are a not-for-profit organisation with a national membership.

Our vision is ‘every young child thriving and learning’. To achieve this vision, we champion the rights of all children from birth to the age of eight to thrive, learn and play at home, in the community, within early learning settings and through the early years of school. Our work builds the capacity of our society, including families and early childhood professionals, so that every child—regardless of location, household income or individual needs—can be nurtured to achieve their unique potential.

ECA acknowledges the unique place of Aboriginal and Torres Strait Islander peoples in our society, the past and current injustices and realities for them across Australia, and the enduring strength of their cultures and identities. We commit to being at the forefront of achieving a reconciled nation that values, respects and celebrates Aboriginal and Torres Strait Islander ways of knowing and being.

Everything we do is founded on our values:

Equity: We promote social empowerment and inclusiveness in how we work and what we do.

Integrity: Our work is based on evidence and expertise. It is always ethical and transparent.

Leadership: We are courageous in promoting the rights and interests of young children.

Respect: We value and esteem children, families, professionals and each other, always

ECA's Strategic Plan (2021-24) outlines the future direction of the organisation and what we stand for. It contains five strategic priorities:

1. **Speak up for young children:** Be a courageous advocate that amplifies the voice of young children, their families and those who work with them.
2. **Collaborate for impact:** Work collaboratively with others to champion the importance of the early years and improve outcomes for all children, particularly those at risk of disadvantage.
3. **Champion 'beyond quality' in early education:** Strengthen the capacity of services to be ethical, inclusive and effective in amplifying the learning outcomes and wellbeing of all children.
4. **Lead and inspire professional learning:** Lead the provision of quality-assured resources and learning opportunities for early childhood professionals.
5. **Be sustainable and effective:** Increase our effectiveness through innovation and improvement that is socially, financially and environmentally responsible.

ECA is also strongly committed to reconciliation, our current **Reconciliation Action Plan** can be found on our website: www.earlychildhood.org.au.

More information can be found on our website: www.earlychildhood.org.au

Position Summary

The Senior Events Officer plays a key role in ensuring the effective planning and delivery of the ECA National Conference and other organisational events. This includes providing comprehensive administrative and logistical support to facilitate the smooth execution of events, in line with ECA's policies, procedures, and work plan timelines.

The role involves regular communication and collaboration with key stakeholders, committees, and event participants through phone, email, and in-person interactions. It also encompasses project coordination responsibilities across all aspects of event and project management, working closely with teams across the organisation to ensure cohesive and successful outcomes.

This position will require interstate overnight travel from time to time.

Reporting Structures

The Senior Events Officer reports to the General Manager – Conference & Events, receives direction from the Events Manager, and works collaboratively with all other teams across ECA.

This position does not have supervisory responsibilities or delegations.

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Key Responsibilities

1. Event Planning and Administration

- 1.1. Responsible for and/or operate as the lead for smaller events on the following tasks;
 - Establish, implement, maintain and report on work/project plans for these events.
 - Monitor all aspects of events management and develop, or contribute to the development of, event programs

- Develop and maintain contracts for all applicable aspects of these events, including contracts for speakers, venue and AV
- Assist with the development and implementation of; risk management plans, marketing plans
- Prepare event briefs and run sheets for all staff and stakeholders (including speakers and speaker briefs)

2. Budget and Financial Management

- 2.1. Monitor income and expenditure within budget

3. Event Operation and Administration

- 3.1. Attend events and supervise to all onsite logistics and administration, running these activities for smaller events as events person on site, to ensure the smooth operation such as:
 - 3.1.1. delegate registration and enquiries;
 - 3.1.2. on ground logistics coordination troubleshooting issues (including pre and post event set up and pack down);
 - 3.1.3. AV and catering requirements; and
 - 3.1.4. Stage and Speaker management.

4. Coordination

- 4.1. Establish and maintain secretariat and operational function including administrative activities as required
- 4.2. As required liaise with key event stakeholders on event matters including:
 - Internal stakeholders (host ECA Committee/organisation, conference committee, ECA staff and members)
 - External stakeholders: sponsors and exhibitors, speakers, project client, venue and other event suppliers
- 4.3. Respond to customer queries relating to conference and events
- 4.4. Work with ECA Communications and Marketing team to promote events

5. Evaluation and Reporting

- 5.1. Assist with the design, implementation and collation of delegate feedback including the preparation of post event reports.

6. Other relevant duties as required

SELECTION CRITERIA

Required

1. Previous event/project management experience of similar sized event with a minimum of 5 years' or more events industry experience and relevant qualifications.
2. Demonstrated computer proficiency including competent skills in MS Office Suite (essential) and events air (essential).
3. Strong communication and interpersonal skills including stakeholder management and negotiation skills with demonstrated ability to interact successfully with diverse persons, including those from business, academic and artistic backgrounds
4. Demonstrated effective time management skills with sound attention to detail and accuracy
5. Strong organisational skills with the ability to follow procedures, multi-task and meet deadlines

6. Demonstrated ability to work autonomously and show initiative and lead tasks and projects.
7. Previous experience in social media, marketing and communications creation for events.
8. Able to work well in a team.

Desirable

1. Working knowledge of EventsAir
2. Working knowledge of Microsoft Team and Zoom

People with a disability, LGBTQI+ community members and Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply. ECA is strongly committed to Equal Employment Opportunities and workplace diversity.

GENERAL CONDITIONS OF EMPLOYMENT

- The salary for this role is at Level 3 as per Early Childhood Australia's Enterprise Agreement and sets out all applicable terms and conditions of your employment. As a registered charity ECA is eligible for fringe benefit tax rebates and offers salary packaging options.
- Infrequent additional hours outside of normal business hours and interstate travel will be required.
- The position is preferred to be based in our ECA National Office at 16 Mildura St, Fyshwick ACT or Melbourne.
- This role is full time, permanent position 37.5 hours 5 days a week.
- Applicants must be in and have a genuine right to work in Australia.
- Performance will be reviewed before the end of 6 months probationary period and then annually.