



## POSITION DESCRIPTION

Position Details	
<b>Title</b>	Events Administrator
<b>Classification and Level</b>	ECA Level 2
<b>Section</b>	Conference and Events Team
<b>Reporting to</b>	General Manager, Conference and Events
<b>Delegation</b>	Nil
<b>Clearance requirements</b>	<ul style="list-style-type: none"><li>Working with Vulnerable People Registration</li><li>National Police Check</li></ul>
<b>Date Approved</b>	December 2025
<b>Date Reviewed</b>	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:

- CHILD-CENTRED—Children are citizens of today and tomorrow.
- LEADERSHIP—We demonstrate clarity of purpose in every action and decision.
- TRUST—Our work is based on evidence and expertise.
- INTEGRITY—We are ethical, transparent and accountable.
- INCLUSION—Every child and every person has the right to be valued and to participate.
- DIVERSITY—We recognise and value difference in ways of being and cultural knowledge.

[ECA's Strategic Directions \(2025-2030\)](#) is a significant document which outlines the future direction of the organisation and what we stand for.

ECA's goals for 2025–2030 are:

- **Priority 1:** A voice for young children
- **Priority 2:** Build professional and sector capability
- **Priority 3:** Partnerships for impact
- **Priority 4:** Leader in professional learning and events
- **Priority 5:** Sustainable and effective

ECA is also strongly committed to reconciliation, our current **Reconciliation Action Plan** can be found on our website: <https://www.earlychildhoodaustralia.org.au/our-work/reconciliation/>.

More information can be found on our website: [www.earlychildhood.org.au](http://www.earlychildhood.org.au).

## Position Summary

The **Events Administrator Officer** plays a key role in the effective planning and delivery of the ECA National Conference and other organisational events. The position provides a broad range of administrative and organisational support across all ECA conferences, symposiums and events ensuring their smooth and timely delivery in line with approved work plans, timelines, and ECA policies and procedures.

This role involves regular communication with key stakeholders, committees, delegates and ECA staff via phone, email and written correspondence. It also requires a high level of administrative support across the organisation, including liaising with suppliers and collaborating closely with other ECA teams.

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

## Reporting structures

The Events Administrator 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.

## POSITION DESCRIPTION

### Key Responsibilities

#### 1. Events Administration, Support and Operations

- 1.1 Support the General Manager – Conferences and Events and the Events team with a range of event-related tasks and responsibilities.
- 1.2 Assist with the planning and delivery of conferences and events, contributing to onsite logistics and administration to ensure the smooth and effective running of events, including:
  - General administration and reporting
  - Troubleshooting issues as they arise
  - Managing the registration process and responding to delegate enquiries

- Supporting delegate needs and event setup
- Troubleshooting issues as they arise
- Coordinating travel and accommodation bookings

1.3 Process event-related payments and undertake reconciliation

1.4 Assist in coordinating pre-event setup (“bump in”) and post-event dismantling (“bump out”) schedules and activities in collaboration with venues and key stakeholders.

1.5 Proactively identify opportunities to improve processes, efficiency and performance within the role and across the organisation.

1.6 Undertake additional administrative duties as required, including minute-taking and report preparation.

## **2. Coordination**

2.1 As required, liaise on event-related matters with key stakeholders, including:

- Internal stakeholders (host ECA Branch/organisation, conference committees, ECA staff and members)
- Delegates
- Sponsors and exhibitors
- Presenters, including keynote speakers, invited speakers and panel members
- Venues and other event suppliers

2.2 Provide administrative support and coordination of event contractors and suppliers.

2.3 Coordinate travel and accommodation bookings as required.

2.4 Respond to customer and stakeholder enquiries relating to the Conference and other events.

## **3. Evaluation and reporting**

3.1 Assist with the design, implementation and collation of delegate feedback.

3.2 Contribute to the drafting and development of event reporting.

## **4 Other relevant duties as required**

### **Selection Criteria**

#### **Required**

1. Year 12 certificate (or other suitable qualification) with at least 2 to 3 years prior experience in administration and a corporate events role
2. Demonstrated computer proficiency including competent skills in MS Office Suite (essential) and EventsAir (desirable).
3. Strong communication and interpersonal skills including stakeholder management and negotiation skills
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.
7. Able to work well in a team.

#### **Desirable**

1. Working knowledge of EventsAir
2. Working knowledge of Microsoft Teams 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 2 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.
- Additional hours outside of normal business hours and interstate will be required from time to time.
- The position is preferred to be based in our ECA National Office at 16 Mildura St, Fyshwick ACT
- 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.