



Partnerships & Events Officer

Surf Life Saving Western Australia (SLSWA) is the peak agency for coastal safety in WA. It is a not-for-profit organisation with more than 23,000 members at 31 clubs across Western Australia.

We are looking for a motivated and proactive Partnerships & Events Officer to join our team.

This role is responsible for the day-to-day implementation of SLSWA's partner deliverables, including growing and enhancing relationships with our partners, assisting in creating and delivering partner leveraging activity, and delivering SLSWA's corporate events.

As part of a small team, this role also provides a fantastic opportunity to contribute to the organisation's broader marketing and communications activities.

Key duties include:

- Coordinate and implement national and state partner deliverables, including partner leveraging activity and compiling partnership reports.
- Think creatively to help partners grow and leverage their partnership with SLSWA.
- Plan, coordinate and deliver SLSWA's calendar of corporate events, including the annual Awards of Excellence, Coastal Bravery Awards, and Nipper & Youth Awards. This role is responsible for the entire event process, including (where applicable) managing invites and RSVP's, event communications, event logistics, booking of suppliers, managing budgets, overseeing the running of the event, and coordinating post-event communications. This role also includes assisting other internal departments, SLSWA clubs, and members through the Awards of Excellence nominations process.
- Assist with and contribute to broader department activities as required.

Applicants should possess:

- Excellent communication skills to effectively liaise with stakeholders, partners, suppliers, clubs and members.
- Demonstrated ability to coordinate, manage, and deliver a range of events.
- Demonstrated organisational and time management skills with the ability to work under pressure and prioritise multiple tasks and deadlines.
- Strong writing skills with the ability to adapt messages for differing audiences and mediums.
- Excellent attention to detail.
- Proficiency in professional use of digital platforms including social media, email marketing and content management systems (i.e. WordPress).

Applications must include a short cover letter, current resume, and an application addressing suitability against the selection criteria detailed below.

Applications will be assessed as they are received, and an applicant may be appointed prior to the applications closing date.



POSITION DESCRIPTION FORM

Department: Corporate, Sport & Health
 Position Title: Partnerships & Events Officer
 Position Level: 3
 Location: SLSWA, 7 Delawney Street, Balcatta WA 6021
 Main Purpose of Role: This role is responsible for the day-to-day implementation of SLSWA’s partnership deliverables, including growing and enhancing relationships with our partners and assisting in the creation and delivery of partner leveraging activity; and the delivery of SLSWA’s corporate events.
 Subordinate Staff: Nil
 Reporting To: Marketing & Partnerships Coordinator
 FTE: 1.0 (37.5 hours per week)

Selection Criteria	Essential/ Desirable
<p>Experience & Skills</p> <ol style="list-style-type: none"> 1. Excellent interpersonal skills to effectively communicate with partners and stakeholders to assist in the delivery of partnership objectives. 2. Experience in all areas of planning, managing, and running events. 3. Demonstrated organisational and time management skills with the ability to work under pressure. 4. Experience in the delivery of marketing and promotional activity to achieve organisational objectives. 5. Experience writing content for a range of mediums & audiences to enable effective communication of organisation and partner messaging. 6. High level computing skills, including proficiency in Microsoft Office Suite, CMS’, email marketing and social media platforms. 7. Ability to work both unsupervised and in a team environment. 8. Experience working with Adobe Creative Suite. 	<p>Essential Essential Essential Desirable Essential Essential Essential Desirable</p>
<p>Qualifications</p> <ol style="list-style-type: none"> 1. Relevant tertiary qualification within the events, marketing, or communications field. 2. Current “C” Class driver’s license 3. Current Working with Children Check (required prior to employment confirmation). 	<p>Desirable Essential Essential</p>
<p>Special Requirements</p> <ol style="list-style-type: none"> 1. Ability to work some weekends and evenings as required 	<p>Essential</p>