



# The University of Melbourne SIFE Events Officer Think.Act.Green

## Position summary

The Events Officer is a member of the Events subgroup of the Think.Act.Green project team. The Events Officer will be responsible for the conception, production and delivery of key Think.Act.Green events throughout the year. They will coordinate logistics prior to the event, and act as an organiser on the day of the event.

The Events Officer is a part of the Events team and will report to the Events Manager and the Project Managers of Think.Act.Green.

## Positions Available:

### Eligibility

1. Enrolled student at the University of Melbourne until at least December 2012
2. Willing to commit a minimum of five hours per week, excluding meetings, during non-exam periods
3. Willing to check email account daily and respond within 48 hours

### General SIFE selection criteria

1. Passion and belief in helping others
2. Very strong commitment to the team
3. Advanced level of verbal and written communication
4. Ability to meet deadlines
5. High level of professionalism

### Role specific selection criteria

1. High level of organization and ability to manage multiple tasks within strict timelines
2. Excellent leadership skills
3. Excellent communication and interpersonal skills.
4. Ability to be resourceful and problem-solve as issues arise



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5. High level of attention to detail
6. Ability to work effectively in a team

## Additional desirable selection criteria

1. Creativity and innovation
2. Previous events management experience

## Responsibilities

- Develop the scope and objectives for all Think.Act.Green events (including, but not limited to, the Environment Conference, the Excursion and the final Competition Ceremony)
- Create a detailed plan for each event, including timelines for the weeks/months leading up to the event, and running sheets for the day of the event
- In coordination with the Project Manager/s, develop and manage a detailed budget for each event, notifying the Managers if any issues arise
- Assist in coordinating all logistical needs surrounding events (including venues, catering, equipment hire)
- In coordination with the Marketing Officer, organise the promotion and marketing of Think.Act.Green events (including invitations and programs/itineraries)
- Assisting the Event Coordinator on the day of the event, managing all aspects of the event, including duties of other Think.Act.Green team members where necessary
- Act as a liaison between Think.Act.Green team members and other stakeholders involved in the event

## About the University of Melbourne SIFE

Students in Free Enterprise is a network of over 38,000 students, studying at more than 1,500 universities worldwide, who endeavour to use classroom knowledge to address socio-economic problems in their local or international communities. With the assistance of academic and business leaders, SIFE students



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are committed to making a difference by creating sustainable economic opportunities for disadvantaged groups.

The University of Melbourne SIFE is the largest SIFE team in Australia, with an active membership of 78 students currently working in 5 projects and 3 functional divisions. In July 2011, the team was named SIFE Australia National Champion and will be representing Australia at the SIFE World Cup in Kuala Lumpur.