

## Position Description

<b>Title</b>	Dunedin & East Otago Events and Campaign Coordinator
<b>Reports to</b>	Events and Community Campaigns Team Leader
<b>Location</b>	Dunedin / Otago

The Cancer Society of New Zealand - Otago and Southland Division Inc. is led by Te Tiriti o Waitangi and equity focused.

### Organisational Mission

To reduce the incidence and impact of cancer in Aotearoa New Zealand.

### Values

Our core values are *respect, integrity and excellence*.

We display these behaviours in our daily work and they guide how we interact with others and ourselves.

The main aim of the role is to co-ordinate key campaigns undertaken by the Society and maximise the success of major events in the region. In addition, you will support the Team Leader, and the Volunteer team in key marketing campaigns and major events throughout the region. You will be growing the awareness of the Cancer Society and education about its key aims and objectives. Also, you will identify and communicate key Cancer Society related stories to key target markets in line with the organisation's goals.

## Key Responsibilities

Primary Objectives	Performance Measures
<p>Supporting the success of the major events and campaigns in the region. These events and campaigns include (but not limited to):</p> <ul style="list-style-type: none"> <li>o Daffodil Day, Relay For Life, The Dunedin Ball and other events and campaigns</li> </ul>	<ul style="list-style-type: none"> <li>• To help co-ordinate and administer fundraising events and campaigns across the region ensuring their success</li> <li>• Using your logistical and operational skills in effectively managing events in order to reduce costs and increase revenue</li> <li>• Managing merchandise requirements around events with key suppliers</li> <li>• Engaging volunteers (in conjunction with the volunteer leadership teams) for events and campaigns</li> <li>• Ensuring all events and campaigns are delivered professionally and expectations are met and in line with organisational policies and procedures</li> <li>• Create strong working relationships with suppliers and partners (including media and sponsors) for the Society in the region</li> <li>• Coordination of event management on time and within budget</li> <li>• Ensuring the appropriate data from events and campaigns is captured</li> </ul>
<p>Supporting the Team Leader in maximising the communication opportunities from events and ensuring we can tell the stories of those who have raised funds for the Society</p>	<ul style="list-style-type: none"> <li>• Identify and source photos, video and stories from events and campaigns to be used by the Marketing Support team in promotional materials</li> <li>• Represent the Cancer Society at events, and campaign related activity in the region.</li> </ul>
<p>Support the commitment to ensuring the Society provides an environment that is free of harm to people's health &amp; safety</p>	<ul style="list-style-type: none"> <li>• Adequate responsibility is taken for ensuring your own health, safety and wellbeing</li> <li>• Health and Safety risks associated with your role are effectively assessed and mitigated</li> </ul>

	<ul style="list-style-type: none"> <li>• Health and safety incidents are reported and in a timely way</li> </ul>
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The above is an outline of the performance indicators and expected outcomes attached to the position. However, these may be extended or amended to meet changing circumstances.

### Key Relationships

This position requires a high level of professional interactions with:

External	Internal
<ul style="list-style-type: none"> <li>• Donors</li> <li>• Sponsors and business partners</li> <li>• Media organisations and agencies</li> <li>• Suppliers and contractors</li> <li>• Event managers and teams</li> <li>• Key stakeholders</li> <li>• Local businesses and teams</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing and Communications team</li> <li>• Volunteer Team Leaders and volunteers</li> <li>• Supportive Care Team</li> <li>• Health Promotion Team</li> <li>• Business Services Team</li> </ul>

### Personal Specification:

#### Education/Qualifications

A relevant tertiary qualification or event industry experience

#### Skills and Experience

A good understanding of the Cancer Society's mission
Proven experience in an events or community fundraising industry
Excellent written communications
Attention to detail and the ability to prioritise a wide range of tasks
Ability to motivate and lead volunteer teams and committees
Attention to detail and ability to multitask
Ability to work effectively as part of a diverse and dedicated team

Physical health which does not preclude standing for long periods of time or lifting
A full driver's licence with registered and warranted car available for work use