



Position Title	Coordinator, Events
Department	Membership, Development and Promotion
Date Reviewed	January 2025

Incumbent Name	VACANT	
Signature		Date

College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and Aotearoa New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

Department Overview

The Department of Membership Development and Promotion is responsible for the provision of services, initiatives, resources and programs to further develop and increase the College's membership and to enhance member value, experience and engagement through curated content, events, services and support. The Department's strategic mandate is member value and growth and comprises the units of Communications and Branding, Membership and Culture and Events and Sponsorship who, by working with members and across college environments, enable and promote a sustainable member value proposition to support the member journey and experience.

The Department is responsible for driving:

- Leadership in the development of ACEM's membership value proposition and brand strategies that optimise ACEM's value across College environments.
- Leadership in the implementation of new business opportunities consistent with financially sustainable practices that progress member value, align with standards and advocacy and support lifelong learning.
- Membership communications, events, support and services, acknowledging the diversity and ever evolving needs of current and potential ACEM Members
- Digital developments that deliver value and builds on College credibility and sophistication, using insight data and multichannel tools across the membership.

Position Purpose

The primary purpose of the Coordinator, Events role is to deliver comprehensive organisational, administrative and logistical support for a variety of College events.

Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- End-to-end delivery of assigned online and in-person College events throughout the year.
- Serve as the primary point of contact for inquiries related to allocated event.
- Liaison with Professional Conference Organisers (PCO), event contractors, venue providers, conference suppliers, delegates, and event working groups to ensure seamless coordination.
- Provide support for program development and coordination by consulting with various working groups and committees.
- Coordination the delivery of event sponsorship obligations.
- Providing executive support to invited speakers.
- Collaborate with Marketing and Communications to develop and execute campaign strategies for assigned events and projects.
- Conduct evaluations, maintain records and prepare reports for all allocated events.
- Maintenance of standard operating procedures, Terms of Reference, Guidelines and Policies related to the conduct of the College.
- Work collaboratively with the ACEM Faculty Coordinator and the Policy and Regional Engagement Unit to align state and Aotearoa New Zealand based events and meetings.
- Provision of support to the Lead, Events and Manager, Events and Conferences, as required.
- Other responsibilities as delegated by Management within the scope of this position.

Organisation Responsibilities

- Demonstrate the ACEM Core Values within the Unit, Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan, ACEM Reconciliation Action Plan and Te ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Ensure the quality recording of all processes relevant to role and responsibilities.
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.

Key Skills, Qualifications and Attributes

Essential

- A tertiary qualification in Events Management, Public Relations, Marketing, Communications or related discipline, or proven Events Management experience.
- Demonstrated ability to problem solve, adapt and respond effectively and professionally under pressure.
- Experience delivering online events/webinars.
- High level organisational skills with the ability to prioritise and coordinate multiple events concurrently, work under pressure to meet timelines and to work autonomously and/or as part of a team where necessary.
- Proven high level written and verbal communication skills with good attention to detail.
- Demonstrated interpersonal skills, including ability to collaborate and consult with internal and external stakeholders to achieve timely outcomes.
- Flexible and self-motivated, with a proactive attitude and willingness to learn.
- Demonstrated experience and familiarity with EventsAir or similar platform.
- Demonstrated experience in event budgeting and reporting.
- Extensive experience with MS Office computer software applications with advanced MS Excel.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.

Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Organisational Relationships

Reports to	Lead, Events
Supervision of	Nil
Internal Liaison	Scientific Meeting Convenors All ACEM Employees Members and trainees of the College
Committee Liaison	Various ACEM Committees
External Liaison	External contractors, suppliers, exhibitors Conference venue management and employees

Additional Information

- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel will be required.