



## POSITION DESCRIPTION

<b>Position title:</b>	Events Specialist
<b>Reports to:</b>	Events & Partnerships Manager
<b>Direct reports:</b>	None
<b>Location:</b>	Wellington
<b>Collaborative relationships:</b>	All LGNZ Staff Team Coordinators Executive Assistant LGNZ Suppliers and Stakeholders LGNZ Members

## About LGNZ

Local Government New Zealand (LGNZ) provides the vision and voice for local democracy in Aotearoa. We have a bold new ambition to create the most active and inclusive local democracy in the world. And we're looking for talented, passionate people to help us make that a reality.

As an organisation LGNZ supports and advocates for councils across New Zealand, ensuring the needs and priorities of their communities and residents are heard loud and clear at the highest levels of central government. We empower councils who know their communities best and will support them to thrive – culturally, economically, socially and environmentally. We are led by a National Council of elected members from across New Zealand and our focus is on being future-fit, proactive and inclusive in all that we do – from policy development and advocacy, to supporting capability building through advice, consultancy and training. We believe that to grow a great New Zealand, we need thriving local communities and a strong local government.

## Role purpose

This role is responsible for assisting the Events and Partnerships Manager to create, plan, organise and execute various business events such as conferences, member events, such as sector and network meetings, stakeholder events and other one-off events. LGNZ strives to provide valuable experiences for our membership to connect, share best practice, learn from each other and network.

Our events highlight the depth, breadth and importance of local government for our communities and add to LGNZ's mission to create the most active and inclusive local democracy in the world. That means contributing to the delivery of the annual meeting and events programme as well as identifying and nurturing strategic partnerships that deliver mutual benefit over the long term.

Primarily your role will ensure that events run smoothly and successfully, surprising and delighting our members and consistently raising the bar for all attendees, partners and our stakeholders. The Events Specialist plays a crucial role in creating memorable experiences for attendees and assisting with managing all the details that go into making an event a success.

The Events Specialist will work closely with LGNZ staff including the Leadership Team, Chief Advisor and Marketing Manager to deliver outstanding events across the organisation, leveraging the LGNZ brand to highlight the role of local government, attract high calibre speakers, encourage good attendance rates and share best practice.

## Key accountabilities

### Events support

Work with the Events and Partnership Manager to:

- Assist with the development and delivery of a compelling annual programme of meetings and membership events that promotes engagement through strategic, future-focused and thought-provoking content that create experiences that provide value to our members and stakeholders
- Assist with setting event objectives, key milestones and building an event project plan that includes deadlines and stage gate meetings
- Assist with planning and executing the event programme including, but not limited to, conferences, large regional meetings, learning sessions and business events
- Manage logistics for events and meetings (internal and external), such as booking meeting rooms, ensuring the provision of required resources, catering and special requests, booking and managing travel, event set up and clean up, troubleshooting on the day and adhoc requests
- Manage travel, accommodation and transportation as required
- Liaise with suppliers, partners, exhibitors, speakers and stakeholders to ensure they feel informed, valued and supported, and ensure the agreed benefits have been met or delivered.
- Resolve all event enquiries from attendees, presenters and stakeholders ensuring they are responded to promptly and accurately
- Assist with the development of event budgets and track expenses
- Assist with sourcing and negotiating contracts with suppliers such as vendors, caterers, AV providers and other stakeholders
- Liaise with the marketing and communications team to create event websites, invitations, communications and graphics content
- Coordinate event registration and ticketing processes, including guest list coordination and management of special requests
- Collaborate with internal teams and external stakeholders to ensure all event details are communicated and executed effectively
- Assist with staff responsibilities and management, providing clear instructions and support throughout the event
- Evaluate event success and gather feedback from stakeholders and prepare a report and presentation with recommendations on improvements for future events
- Contribute to developing systems and processes to plan and organise high quality events and meetings in an effective and efficient manner
- Provide on-site event support, including setup, coordination of activities, acting as a key point of contact for LGNZ and helping to ensure every LGNZ event is a valuable experience for our members and stakeholders

## **Administrative support**

- Support Events and Partnership Manager with diary management and coordinating expense claims
- Manage the 'events@lgnz' email inbox, ensuring that enquiries are addressed in a timely manner

## **Health and wellbeing**

- Be aware of the LGNZ's hazards and risks and proactively meet all standards
- Comply with all relevant Health and Safety policies
- Display commitment through actively supporting all health, safety and wellbeing initiatives
- Promote, champion, and drive continual improvement in your own health and wellbeing to create a healthy and safe culture

## **Desired Experience**

- Proven track record of experience (likely 3-5 years) and achievement in delivering business events, preferably as part of a team
- Demonstrated ability in supporting multiple stakeholders, responding to changes in priorities and managing time effectively
- Knowledge of at least one event platform such as EventsAir, Cvent or similar
- Excellent working knowledge and experience of Microsoft Office suite, particularly Teams, Word, PowerPoint and Excel
- Experience using SharePoint would be an advantage

## **Desired Attributes**

We're looking for someone who:

- Understands that business events are an integral part of the value proposition of membership
- Can identify that every stakeholder forms a valuable part of the event eco-system
- Loves people and always finds a way to solve problems and make stuff happen
- Is proactive and uses their initiative
- Is detail focussed and appreciates the importance of accuracy
- Can prioritise, manage time well and meet deadlines, at times under pressure and with conflicting priorities
- Is a great communicator both verbally and in writing and has a "no surprises" approach
- Enjoys working as part of a team
- Enjoys working in a flexible and dynamic environment