

Position Description

Event Manager

Classification:	Grade 5 - HS5
Business unit/department:	Austin Health Foundation
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Fixed Term Full-Time or Part-Time
Hours per week:	38 hours per week
Reports to:	Head of Partnerships
Direct reports:	None
Financial management:	None
Date:	18 May - 31 December 2026

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Event Manager is responsible for the end-to-end planning and delivery of the event and associated campaign activity.

This role owns the operational delivery, partner integration, and participant experience ensuring the event is delivered seamlessly, achieves fundraising targets, and honours Olivia's legacy through a meaningful, high-quality community experience.

About the Directorate/Division/Department

The Austin Health Foundation exists to inspire and connect a community of givers, driving generosity to enable exceptional possibility and care for patients and staff of Austin Health.

The Foundation raises funds for all centres of care at Austin Health, including the Austin Hospital, Olivia Newton-John Cancer and Wellness Centre, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre, as well as for flagship initiatives such as the Australian Centre for Transplantation Excellence and Research (ACTER).

Position responsibilities

Event Management

- Support the planning and delivery of Olivia's Walk for Wellness, from campaign launch through to post-event evaluation
- Develop and manage the event plan, timeline, and critical path

Partnership and Stakeholder Management

- Work closely with corporate partners to deliver on-site activations
- Act as the key liaison for event-related partners, suppliers, and internal stakeholders
- Ensure a high-quality event experience for sponsors, ambassadors, and key supporters

Operational Delivery

- Oversee all event logistics in partnership with event management contractor
- Develop detailed run sheets and operational plans for seamless delivery
- Coordination of signage, event materials
- Ensure compliance with safety, risk, and operational requirements.

Budget and Financial Management

- Support the management of the event budget, ensuring strong financial oversight
- Track income and expenditure against targets, identifying risks and opportunities
- Manage purchase orders, invoices, and supplier payments in line with organisational processes
- Work closely with internal finance teams to ensure accurate reconciliation and reporting
- Support delivery of fundraising targets and overall campaign ROI

Leadership and Team Coordination

- Lead and coordinate volunteers, event staff, and contractors
- Provide clear briefings, roles and responsibilities, and on-the-day leadership
- Foster a proactive, solutions-focused team culture

Reporting

- Maintain accurate and timely tracking of registration numbers and fundraising performance using established reporting systems
- Provide weekly updates to the Foundation team on key metrics, including registrations, fundraising revenue, and progress against targets
- Prepare comprehensive post-event reports, including analysis of outcomes, insights, and recommendations
- Monitor and report on participant engagement and campaign effectiveness where relevant.
- Use Raisely platform to monitor registrations, supporter activity, and fundraising progress, ensuring data accuracy and timely reporting



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On-the-Day Delivery

- Support event delivery on the day in partnership with event management company
- Troubleshoot and make real-time decisions to ensure a safe and positive experience
- Oversee bump-in/bump-out and all operational execution

Marketing and Communications

- Develop and deliver event-related marketing assets in line with Austin Health and Olivia Newton-John brand guidelines
- Draft, edit, and coordinate promotional copy across multiple channels, guided by Foundation Events and Marketing Manager and Head of Partnerships
- Collaborate with internal teams and external stakeholders to ensure consistent campaign messaging and brand alignment
- Support the execution of marketing campaigns, including email, social media, and web content updates
- Assist in managing event communications, including participant updates, FAQs, and on-the-day messaging

Work Conditions

- This role requires weekend work, early mornings, and extended hours during peak event periods. Flexibility is essential to meet the demands of event delivery.

Selection criteria

Essential skills and experience:

- Proven experience delivering large-scale community, public or fundraising events
- Strong project and operational management skills
- Experience managing budgets, invoices, and financial processes
- Ability to manage multiple stakeholders, including sponsors and suppliers
- Calm, decisive, and highly organised under pressure
- A hands-on approach with strong attention to detail

Desirable:

- Experience in a not-for-profit, health, or community setting

Professional qualifications and registration requirements



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- Tertiary qualifications in event management, marketing, or media desirable but not required.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or



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Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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