

Working with the Victorian Department of Education and Training

## **Wimmera Southern Mallee Local Learning and Employment Network Inc**

### **Position Description and Selection Criteria**

<b>Position Title:</b>	Western Victorian Careers Expo Event Manager:
<b>Reports to:</b>	Wimmera and Southern Mallee Careers Association Committee and LLEN Executive Officer
<b>Employment Type:</b>	6-12 month Fixed Term Contract (possible extension depending on funding)
<b>Time Fraction:</b>	0.2-0.4 EFT (flexible days and hours)
<b>Salary Package:</b>	\$66,000 – \$71,000 pro rata (plus superannuation)
<b>Date Prepared:</b>	8 March 2022

### **Objectives of the Position**

The Western Victorian Careers Expo committee is seeking to fill the role of Western Victorian Careers Expo Event Manager. The Expo is an annual event and will be held at the Wimmera Events Centre on Tuesday 21 June 2022. The successful applicant will lead the team delivering the Expo. The position will commence in March-April 2022.

The successful candidate will be employed by the Wimmera Southern Mallee Local Learning and Employment Network (WSMLLEN) and is able to work from the WSMLLEN office located on the Federation University Horsham campus at 289 Baillie Street. The Wimmera Southern Mallee Local Learning and Employment Network (WSMLLEN) is a not for profit community organisation whose mission is to facilitate partnerships to maximise successful learning and employment pathways for all young people in the Wimmera Southern Mallee region of Victoria (Hindmarsh, Horsham, West Wimmera and Yarriambiack shires).

We are looking for a confident, well organised 'people person' with strong communication skills. The objectives of this position include:

- meeting with and engaging, schools, universities, training providers, community organisations, employers, industry groups and government departments to successfully deliver the Western Victorian Careers Expo
- meeting project timelines and achieving project objectives

- maintaining an effective and productive working relationship with the Careers Expo committee
- securing suitable funding sources to ensure sustainability of the event (sponsorship and grants).

**Duties include, but are not limited to:**

1. Manage the overall presentation of the 2022 Western Victorian Careers Expo
2. Lead and liaise with the 2022 Expo Committee
3. Represent the organisation at Principal meetings, as required
4. Secure suitable funding sources to ensure sustainability of the event (sponsorship and grants)
5. Review current Expo listings and maintain contact with current exhibitors
6. Actively recruit new exhibitors and presenters, particularly in areas of identified deficiencies
7. Oversee the expansion of the overall exhibitor base
8. Oversee the creation of the seminar timetable
9. Promotion of the Expo to the Western Victorian region – businesses, schools, job networks
10. Attend Expo meetings and deliver regular program reports to key stakeholders
11. Maintain regular contact with Wimmera Events Centre management and administration
12. Develop suitable Expo program initiatives to cater for the range of attendees
13. Identify “at risk” groups and assist with the development of suitable Expo program initiatives to cater for these groups
14. Form links with and/or attend relevant meetings (e.g. this could include Wimmera Development Association, local business networks, local government and service clubs).
15. Organisation of pre-Expo promotional events
16. Contribute to the post-Expo follow-up
17. Other duties as required to adapt to a changing environment

**Key Selection Criteria**

The successful applicant must be able to demonstrate:

1. a vision, passion and commitment to young people and career development and a strong commitment to the role
2. Experience in event management
3. Highly developed interpersonal, and communication skills
4. Ability to plan, schedule and lead the development of networks, projects and initiatives
5. Demonstrated track record of being able to work to and meet deadlines
6. Highly developed competence in writing funding submissions
7. Highly developed computer skills in Word, Excel, PowerPoint, email, and databases
8. Knowledge of the education and training systems in Victoria and an understanding of career development, employers, skill shortages, industry and training needs within the Wimmera Southern Mallee LLEN geographical region would be advantageous.

### **Other relevant information**

- a current driver's licence is essential
- a Police Check and Working with Children Check will be required
- the position will be based in Horsham with travel throughout the region as required in the day to day performance of duties
- Wimmera Southern Mallee LLEN is an Equal Opportunity Employer
- Wimmera Southern Mallee LLEN offices and vehicles are smoke free environments
- the employee will work an average of 7.6 hours per week, Monday to Friday, usually between the hours of 8.30 am and 5.00 pm (or pro rata for part time positions). For this role, most of the work will occur in the first seven months of the year.
- hours of work will be flexible to meet specific circumstances and to best perform the required duties and which may, on occasions, include evenings
- proof of full COVID19 vaccination required
- Probationary period – 3 months

### **APPLICATION DETAILS**

The Committee reserves the right to make no appointment

To apply for this position please address the selection criteria, provide a covering letter, a copy of your resume and contact details of three referees. Applications in hard copy or electronic form should be sent to:

Tim Shaw  
Executive Officer  
Confidential – Careers Expo position  
Wimmera Southern Mallee LLEN  
PO Box 841  
Horsham 3402

Email: [eo@llen.com.au](mailto:eo@llen.com.au)

All enquiries to Tim Shaw  
Phone 03 5381 0122    Mob: 0427 810 122

**Closing Date for Applications --- 5.00pm Tuesday 22 March 2022**