

AVI Position Description

POSITION TITLE: Virtual Global Conference Coordinator	CLASSIFICATION: Part Time Max Term Contract to 30 October 2020	PROGRAM: Office of the CEO	DATE: July 2020
LOCATION: Melbourne	REPORTS TO: CEO & International Forum for Volunteering for Development - IVCO Working Group	POSITIONS REPORTING TO THIS ONE: None	
ORGANISATION: <p>AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific and the world. AVI believes in self-determination with locally owned and led change. We work for a peaceful, sustainable and just world by partnering with people and organisations to share skills, knowledge and experience to achieve the positive change and development goals they seek.</p> <p>As an international development not-for-profit with 150 staff, AVI has offices in Melbourne and 22 countries internationally supporting students, volunteers and mentors in 28 developing countries. AVI is a managing contractor for DFAT with \$195m under management, predominantly under the Australian Volunteers Program.</p> <p>With thirty members which in turn represent over 80 organisations that recruit and deploy international volunteers for development, the International Forum for Volunteering in Development (Forum) is the global network of International Volunteer Cooperation Organisations (IVCOs).</p> <p>The IVCOs are either non-governmental organisations (NGOs) or part of government international development programs and come from North America (USA and Canada), Europe (UK, Ireland, France, Norway, Italy, Hungary, Slovenia, Germany, Switzerland, Denmark, Greece), Asia and Pacific (Nepal, South Korea, Malaysia, Japan, Singapore, Australia, New Zealand).</p>			
KEY OBJECTIVE: <p>AVI has been selected to host this year's Forum's global conference, called IVCO2020 from 26-28 October 2020 (www.ivco2020.org). The conference was arranged for Nadi, Fiji, but will now be virtual on the same dates. vFairs has been selected as the provider of the virtual conference platform.</p> <p>This role is responsible for coordinating the virtual conference for AVI and achieving the conference outcomes. The conference is expected to attract between 300-500 delegates.</p>			
VALUES: <p>We expect all our employees demonstrate the ability to uphold AVI Values through behaviour, leadership, and projects. AVI Values are: Equity and Social Justice, Diversity and Inclusion, Integrity, Partnership, Solidarity and Respect</p>			

<p>KEY RELATIONSHIPS AND INTERACTIONS:</p> <p>Internal:</p> <ul style="list-style-type: none"> • CEO • Communications and Campaigns Manager • Executive Assistant • AVP Public Diplomacy Manager <p>External:</p> <ul style="list-style-type: none"> • DFAT Canberra and Posts • Sponsors, presenters, speakers • Forum Director, IVCO WG and Forum Members • Pacific Governments and organisations • vFairs 	<p>PHYSICAL DIMENSIONS:</p> <p>This role requires the ability to:</p> <ul style="list-style-type: none"> • Sit or stand for long periods. • Operate a computer accommodating reasonable adjustments. • React to a display (computer screen) throughout the workday. • Use a telephone within reasonable adjustments (including use of headset).
<p>DECISION MAKING:</p> <p>This role works under the direction of the CEO and consultation with the IVCO working group and will conduct research, tasks, and activities requiring the use of acquired skills and knowledge in a specialised field. This role will perform duties consistent with defined scope of work set by AVI, with limited scope to work outside these parameters and make decisions without consultation with the direct Manager and working group.</p>	<p>POSITION DIMENSIONS:</p> <p>This role is responsible for a conference budget and outcomes.</p>
<p>KEY CHALLENGES</p> <ul style="list-style-type: none"> • Effective management of Forum, government, presenters, speakers and other stakeholders to ensure expectations are met • Management of a successful global virtual conference across 14 time zones • Development and coordination of the digital platform with vFairs 	
<p>KNOWLEDGE AND EXPERIENCE REQUIREMENTS</p> <p>Experience, Skills & Attributes</p> <p>Experience in:</p> <ul style="list-style-type: none"> • Event Management. Global and virtual conference experience preferred • Digital communications, Digital platforms and strong computer literacy • Stakeholder management, ideally including government • Conference management <p>Knowledge and demonstrated experience in:</p> <ul style="list-style-type: none"> • Ability to understand and respond to expectations and needs • Ability to problem-solving • Excellent Interpersonal Skills and Customer Service Approach • Planning and Strong attention to detail <p>Understanding of and commitment to:</p> <ul style="list-style-type: none"> • AVI's mission and values • International Development and Not-for-Profit ethos 	

ADDITIONAL REQUIRMENTS:

- In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role
- This role may require some work outside of regular hours
- Understanding of, and commitment to, EEO and privacy principles
- A Background and Security check will be performed as a requirement of this role
- An offer of employment to this role may be subject to a satisfactory criminal record check