



For all creatures great and small.

## Events Leader Role Description

### RSPCA Objectives

The RSPCA Victoria is an independent, non-government, community based charity providing leadership in the area of Animal Welfare.

The primary objectives of the RSPCA are the prevention of cruelty to animals and animal rehabilitation by:

- Enforcing existing laws and cooperating with the relevant authorities
- Preparing submissions for and advocating improved legislation
- Generating and sustaining public opinion throughout Victoria for responsible attitudes toward animals
- Assisting bodies throughout Australia, and elsewhere, with the prevention of cruelty to animals
- Providing suitable facilities for animal care, recovery and adoption.

### Role Purpose

The Events Team Leader is responsible for organising RSPCA approved events (such as the Million Paws Walk) to raise the RSPCA', promoting RSPCA services at these events in conjunction with the Animal Welfare Campaign Leader and Fundraising Leaders and organising a team of enthusiastic volunteers. The position reports to the Events and Communications at State Office and will liaise with their local regional fundraising and shelter supervisors to coordinate event logistics and participation as required. The role also has access to the Volunteer Resource Office and Media Officer for advice on relevant issues.

### Commitment

There are no rostered hours for this role; however, flexibility and long-term commitment are necessary. As a priority, the Events Leader must be able to allocate adequate time to ensure that local RSPCA calendar events are organised properly.

### Relevant Skills and Experience

- Excellent organisation skills: an ability to plan and organise multiple activities for RSPCA events in conjunction with local RSPCA Shelter and Fundraising Supervisors
- Excellent written and oral communication skills: an ability to liaise with key RSPCA staff, the local business sector and event participants to ensure the event runs smoothly
- Good presentation skills
- Ability to work unsupervised for long periods of time
- Ability to train and lead a diverse group of volunteers
- Working knowledge of MS Office packages, email and Internet
- Strong belief in animal welfare principals
- Previous events management experience is desirable

## Specific Requirements

- Liaise with the Events and Communications Manager for briefings and ideas on planning events
- Promote RSPCA services, campaigns and fundraising activities by ensuring that a planned RSPCA event runs smoothly and that these services are given the exposure and facilities to run on the day.
- Promote RSPCA events in the local community by coordinating the events volunteer team
- Recruit suitable volunteers to assist with events
- Conduct basic training for RSPCA Events Volunteer Team
- Work with the local RSPCA Campaign and Fundraising Leaders to provide support to any campaigns or fundraising initiatives
- Attend training / briefing sessions as required

## Organisational Relationships

### RSPCA Locally

- Shelter Supervisor
- Shop Supervisor

### RSPCA State Office

- |                 |                                   |           |
|-----------------|-----------------------------------|-----------|
| • Brooke Disney | Events and Communications Manager | 9224 2262 |
| • Ray Lord      | Media Officer                     | 9224 2237 |
| • Penny Aquino  | Volunteer Resources Manager       | 9224 2212 |