



## Little BIG Foundation - Job Description

### Position Title: Events and Volunteer Manager

#### Job Summary:

The Events and Volunteer Manager is a key role in the running of the Little BIG House at Summer Hill, proving that through supporting volunteers to lead in their own backyards we can create happier, healthier and kinder communities across Australia.

The role will encompass a broad skillset related to the creation and establishment of a thriving community/volunteer-led program of events. This includes but is not limited to; program ideation and delivery, volunteer recruitment and supervision, project/event planning and execution, community engagement, marketing and partnerships management.

#### About the Little BIG Foundation:

Australia's loneliness epidemic is coming to a tipping point with nearly half of Australians don't have neighbours they can call on for help. The Foundation was set up to tackle loneliness in Australia by developing spaces, programs and events that drive social connection.

Summer Hill's Little BIG House is operated by the Little BIG Foundation team with the help of our local volunteers. We're on a lifelong mission to inspire joy and empower a true sense of belonging in communities by creating opportunities for neighbours to get to know each other better. We do so by fostering a deep and personal connection to community through a shared community hub, providing a program of events that bring people together and supporting social interest groups and community-led events. We aspire to open more centres around Australia and grow our volunteer community and team.

The Foundation is founded and funded by EG, a leading Australian real estate fund manager and property developer who seeks to curate communities and have an ongoing community development.

#### Commitment:

Full time with out-of-hours work for events required.

#### Location:

3-days per week in the Summer Hill, Sydney

1 day-per week in Sydney CBD

1 optional work-from home day

#### Reporting:

The role reports to the CEO. The role has scope for staff management duties as the Foundation grows.





#### Qualifications:

Bachelor's Degree Preferred – Events Management, Marketing, Business, Other.

#### Essential skills:

- Socially minded
  - Aligned to the Foundation vision of Happier, Healthier and Kinder communities
  - A deep, personal care for people and community
- Efficient & methodical
  - Process driven, systematic and efficient
  - Ability to thrive under the pressure of events by being highly organised
  - High attention to detail
- Adaptable & dependable
  - Able to adjust to new conditions and directions
  - Open to different ways of doing things, always looking to improve
- Performance / outcomes focused
  - Quick-to-act, willing to take the lead, create solutions and make decisions
  - Determined to succeed at our mission
  - Resilient to obstacles

#### Interpersonal traits:

- Humble - willing to learn and growth mindset
- Hungry – high delivery standard, fast working pace, highly detailed focused
- People smart – High EQ, good at working with different people and a great sense of humour

#### Responsibilities and Duties:

##### Social Impact / vision

- Ensure all activities conducted are in alignment with our vision, mission and towards our BHAG (Big Hairy Audacious Goals)
- Actively seek out the latest ideas and resources that inform our strategy and goals to move into different contexts, communities and asset classes
- Facilitating external research and/or event evaluation – either directly or in consultation with an external provider
- Generate ideas to grow and measure our social impact
- Promote Little BIG values to the community, volunteers, partners and potential investors
- Oversee the creation of an environment where people from diverse groups feel welcome in the Little BIG House by regularly engaging with community members

##### Volunteer Management

- Establish a volunteer management system that allows for our growth
- Recruit, onboard and supervise our volunteer community
- Create processes to ensure we reward and recognise volunteers appropriately
- Manage volunteer schedules and shifts





- Research and draft volunteer policies and procedures
- Maintain an up-to-date database and use this information to monitor and evaluate activities; and write reports for funders and trustees
- Conduct continuous evaluation of the programs and services delivered by the volunteers and implement corrections when necessary

#### Partnerships Management

- Work with various different partners/members of the Foundation to define key deliverables, negotiate partnership agreements and ensure we uphold our partnership obligations
- Follow up on and maintain effective, productive, and harmonious relationships with partners and community

#### Program/events management

- Establishing a program of events for approval by the CEO/Board that aligns with the Foundation's principles and addresses loneliness preventing targets and theories
- Instigate new programs and events that express our mission and move us towards our vision
- Take a self-sustaining approach to program development to ensure maximum value for the community whilst minimising hands on support/ongoing cost
- Develop strategies to reach different target audience groups (ages, ethnicities, interest groups and varying degrees of social isolation)
- Source and negotiate with vendors and suppliers, prepare budgets and ensure adherence
- Executing on all agreed community events, including creation of event run sheets, management of volunteers and other stakeholders, manage on-day logistics, supplier management
- Analyse the event's success and prepare reports demonstrating social impact achievement
- Oversee commercial partnerships that deliver events

#### Marketing & communications

- Oversee the development of branded content (blogs, website content maintenance, eDM, social media)
- Promotion of events clearly and concisely to ensure good level of attendance, accurate information and appropriate of messaging
- Generate ideas for content to engage communities via social media channels
- Maintain a register of past events with written documentation and visuals for further pitching of the Foundation
- Oversee WhatsApp/Facebook/Next Door Groups & other online communities

#### Operational management

- Continuous improvement of processes to streamline workflow and improve team efficiency
- Oversee suppliers and supplier projects - research, events, branding
- Oversee all venue management - enquiries, bookings, payments

#### Admin / other





- Support and contribution to cultural events and programs for the internal team
- Any other duties in support of the team

#### Why work with us?

- A rewarding working environment that provides a strong sense of achievement and recognition for the important work they do – we work hard because we really care about the mission, and we celebrate every success along the way!
- Live happier, healthier and kinder – It's our company mission and our personal mission. People who "give" have been reported to be happier and healthier than those who don't. Helping others is also related to improved physical health, including weight control, lower blood pressure and relief from depression and chronic pain. Helping others triggers the reward pathway in the brain known as the mesolimbic system. It releases "feel-good" neurotransmitters such as oxytocin and vasopressin. We live and breathe this stuff every day.
- Yoga on Tuesday!
- You'll become an integral part of both the Little BIG head-office team but also the Flour Mill and Summer Hill communities. Never feel lonely again – this role is about connecting with people! Ideally suited to someone within the local community or a nearby community who wants to build deeper connections with their neighbours.

#### Application Requirements:

Please send you resume and cover letter addressing:

- Your experience establishing and/or running a volunteer program
- An example of a community-oriented event that you were responsible for

