

### CONTRACT INFORMATION

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| <b>Title</b>     | Awards Coordinator                                                                                                                                                                                                                                                                                          |
| <b>Type</b>      | Casual, remote and project based                                                                                                                                                                                                                                                                            |
| <b>Award</b>     | Clerks Private Sector Award [MA000002] Level 5, plus Superannuation at the statutory rate. Complimentary Annual LEA Conference registration, LEAD Awards dinner ticket, travel and accommodation provided.                                                                                                  |
| <b>Hours</b>     | Variable and project based. This is a casual position with variable hours based on operational requirements and LEA's annual awards calendar. The role's workload will fluctuate throughout the year, with periods of increased activity aligned to key awards, publication and event delivery requirements |
| <b>Location</b>  | Remote/Working from Home.<br>The role requires occasional travel within Australia and Aotearoa New Zealand to support LEA conferences, awards programs and related events.                                                                                                                                  |
| <b>Reporting</b> | The LEA Chair, or such other person as directed from time to time                                                                                                                                                                                                                                           |

### ABOUT THE ROLE

Learning Environments Australasia (LEA) is seeking a highly organised and self motivated Awards Coordinator to administer and coordinate LEA's awards programs across Australasia.

The Awards Coordinator is responsible for the end to end administration of the Learning Environments Australasia Design (LEAD) Regional Awards, together with LEA's annual and biennial Chapter Awards programs.

This is a remote, hands on role requiring excellent project management, attention to detail and the ability to work independently while collaborating with the volunteer LEA Executive and Chapter Committees, and, LEA staff located across Australia and Aotearoa New Zealand within agreed working arrangements.

As with all official roles of LEA, it is expected that the role holder understands, supports and promotes the Mission and Values of Learning Environments Australasia.

### KEY RESPONSIBILITIES

The Awards Coordinator will:

#### Awards program coordination

- Coordinate the LEAD Awards program from launch through entries, eligibility checking, judging, results and presentation.
- Coordinate participating Chapter Awards programs in partnership with volunteer Chapter Committees.
- Maintain program timelines, monitor deadlines and follow up actions required from entrants, jurors and other stakeholders.
- Provide guidance on awards processes, requirements and established procedures.

#### Systems, records and quality assurance

- Configure and administer AwardsForce, including award rounds, categories, entries, judging panels, scoring, galleries and results.

- Maintain accurate awards records, project files, images, permissions and supporting documentation.
- Undertake quality checks across entries, judging data, results, certificates, citations and published materials.
- Develop and maintain documented processes and manuals, and recommend practical improvements to awards systems and workflows.

#### Stakeholder and publication coordination

- Act as the central contact for entrants, jurors, Chapter representatives, suppliers and other awards stakeholders.
- Coordinate awards communications with LEA staff through Zoho and other LEA systems.
- Coordinate the production of the annual Contemporary Learning Spaces publication, including collecting and checking project content, images and credits and liaising with relevant suppliers through to delivery.
- Prepare certificates, citations, results and presentation materials.

#### Conference and awards presentation

- Coordinate awards-related elements of the annual LEAD Awards Dinner, including run sheets, award sequencing, presentations and speaker materials.
- Attend the annual LEA conference and coordinate the installation, presentation and pack-down of the awards exhibition.
- Liaise with LEA staff, volunteers and suppliers to support effective onsite delivery.
- Undertake the physical installation and pack down of the LEAD Awards exhibition at the Annual Conference. This is a hands on and physically active component of the role, involving the manual set up and removal of approximately 65m<sup>2</sup> – 90m<sup>2</sup> of award posters and display boards.
- Travel to and attendance at the LEA Annual Conference is required. The conference rotates between locations across Australia and Aotearoa New Zealand and is usually held in May. Attendance is generally required for three (3) nights and four (4) days, from Tuesday to Friday. Accommodation will be provided by the LEA. Undertake any other reasonable related duties as required.

### HOURS AND WORK PATTERN

This is a casual position with variable hours throughout the year. As a guide only, the role is expected to require approximately 350 to 450 hours per year, however actual hours may be higher or lower depending on operational requirements, the number of awards programs conducted and annual business needs.

The Regional LEAD Awards are estimated to require approximately 350 to 450 hours annually. These hours are indicative only and are not guaranteed, with the majority of work expected to occur between September and May.

Chapter Awards generally operate from June – November. Two Chapters currently conduct awards annually, with the remaining Chapters generally operating biennially. Workload varies according to the

number of Chapter programs operating in a particular year and is estimated at 25 hours minimum - 45 hours maximum per participating Chapter.

Actual hours worked each week will vary and will be remunerated according to a time sheet approved by the LEA Executive, or their delegate, on a fortnightly basis. Any increase in total hours for either LEAD Awards or Chapter Awards must be done with prior approval from the LEA Executive.

The role therefore has distinct busy periods and requires flexibility around awards deadlines, judging periods and the Annual Conference.

The remuneration hourly rate is compensation for all work performed under this role, including such reasonable tasks as necessary to fulfil the duties of the position. As a casual employee, this role is not entitled to public holidays applicable to the home state of the incumbent, if they fall on anticipated work days. This hourly remuneration rate includes a casual loading which accounts for any entitlements of leave of any nature, with the exclusion of any applicable legislated long service leave.

## ABOUT YOU

We are looking for someone who is exceptionally organised, comfortable managing multiple concurrent deadlines and able to confidently work with LEA volunteers and staff across Australasia.

Due to the cyclical nature of the role, the successful candidate will need to be available during agreed peak delivery periods, including judging, publication production and the annual LEA conference. Key dates and anticipated workload will be communicated as early as practicable.

Must have:

- Strong Microsoft Office skills, including SharePoint.
- Excellent administration, project coordination and record management skills.
- Strong written communication and stakeholder management skills.
- The ability to work independently from home and manage your own workload and deadlines.
- Confidence working collaboratively with volunteer committees and stakeholders across different locations and time zones.
- Experience managing multiple concurrent deadlines with a high level of accuracy and attention to detail.
- Strong organisational, problem-solving and process management skills.

The role requires travel within Australia and to Aotearoa New Zealand, including attendance and active participation in multi-day conferences and exhibitions. Travel frequency and duration vary across the events calendar and form a core part of how this role is delivered. Reasonable adjustments to travel arrangements will be considered.

Sustained physical activity is an inherent requirement of this role, including extended periods of standing, manual handling, and transporting exhibition equipment during event setup, delivery, and pack-down. Reasonable adjustments will be considered where required

You will ideally have:

- Experience with AwardsForce, or demonstrated experience with comparable awards, grants, submissions or judging platforms.

- Experience with Zoho, or the demonstrated ability to quickly learn new CRM, database and communications platforms.
- Basic graphic design and document production capability; experience with Canva, Adobe Creative Suite or similar platforms would be advantageous.
- Experience coordinating awards, professional association programs, publications or events.
- Experience working within a membership-based, not-for-profit or volunteer-led organisation.