



Position: State Social Coordinator (Volunteer)

Reporting to: General Manager

Time Allocation: Flexible

About the Australian Pituitary Foundation

Founded in Sydney in 1994 by pituitary patients and family members, the Australian Pituitary Foundation (APF) is a national not-for-profit organisation, established to provide valuable support and information for adults and children, along with their families, living with pituitary conditions. It is our priority to create a safe space and sense of community for these individuals, whilst empowering them and their families with relevant and easy to digest information.

Position Summary

As a Volunteer State Social Coordinator, you will play a vital role in fostering a sense of community amongst our members by organising casual social events within your state. These events, including coffee catch-ups, picnics, and similar informal gatherings, offer our members the opportunity to connect, share experiences, and extend mutual support in a relaxed and friendly environment. Your role is pivotal in creating these platforms that enrich our members' journey with the Australian Pituitary Foundation.

Key Responsibilities

- Plan, organise, and coordinate social gatherings for APF members within your state, ensuring they are safe, inclusive, and accessible.
- Identify suitable venues for events and liaise with the venue staff to ensure all needs are met.
- Communicate effectively with APF members, keeping them informed of upcoming social events, including date, time, venue, and any potential costs involved.
- Foster a friendly and welcoming environment at each event, encouraging open communication and peer support amongst members.
- Monitor and manage event attendance relevant health and safety regulations are adhered to.
- Provide feedback to the APF General Manager regarding the success and challenges of each event, making recommendations for future improvements.
- Collaborate with other APF volunteers, participating in regular meetings to coordinate efforts and exchange ideas.

Working Relationships:

The Volunteer State Social Coordinator will work closely with the General Manager and the Patient Support Subcommittee to create engaging and inclusive social events. You will also liaise with the Social Media Coordinator to ensure the timely publication of all events on the APF website and social media platforms and ensure event photos are captured and utilised across our social media channels and website. Your responsibilities will include bridging connections with APF members, venue staff, and community partners, while coordinating effectively within the internal team.