



Good governance for a strong Aotearoa New Zealand

National Event Executive

Position description | He kōrero mō te tūranga

Reports to: National Event & Sponsors Manager

Location: Institute of Directors, Auckland

Job dimension: Full Time \Permanent

Direct reports: Nil

About us | Mō mātou

The Institute of Directors is the professional body for directors and is at the heart of New Zealand's governance community. We believe good governance has the power to positively transform organisations, business and communities for the benefit of Aotearoa New Zealand.

We are driven by our purpose to support and enable directors and those in governance to add value to their organisations and wider communities. We do this by connecting them through our 10,500 strong member network; developing and providing governance resources, insights, training and professional development; supporting director and board effectiveness through our board services; and research, advocacy and thought leadership to set and improve the standards of governance.

Position purpose | Te aronga o te tūranga

The National Events Executive is a key role that supports the National Events and Sponsorship Manager in the planning and delivery of the IoD national events including 1-day forums, our flagship conference and online events. The National Events Executive helps ensure IoD events are seamless, high quality and engaging. event for our customers and members.

This role is responsible for event logistics, registrations, responding to member queries, speaker and IoD attendee travel and liaising with venues on event requirements. Additionally, they will liaise with others in IoD for marketing and communications of events, and coordinating activity with other functions in the IoD, in particular the branch network.

The National Events Executive will also provide support for some of IoD's key strategic initiatives with a focus on coordinating Chapter Zero New Zealand events, carbon counting across the IoD.

Our values | Ā mātou uara

Māiatanga | Courage

We are bold and have the courage to do the right thing.

Manaakitanga | Support

We are welcoming and show respect for each other.

Kaitiakitanga | Stewardship

We take responsibility of care.

Whakatautetanga | Individual

We respect the value each individual brings.

He pukenga wai | Learners for Life

We seek to learn and share our knowledge.

Key responsibilities | Ngā haepapa matua

National events and webcasts

Support for the National Sponsorship and Events Manager for the coordination and/or delivery for online and in-person national events, including the IoD annual conference. This includes:

- Lead the coordination and seamless delivery of national events and webcasts, ensuring high-quality experiences for members and stakeholders.
- Manage and maintain the national event schedule, aligning timelines and resources for successful execution.
- Provide critical support in planning, organising, and delivering the IoD Annual Conference, from concept through to post-event wrap-up.
- Coordinate ticketing, registrations, and corporate table sales, driving efficiency and exceptional customer service.
- Assist with diary and travel arrangements of speakers and attendees as required, as well as oversee event logistics to ensure smooth operations.
- Oversee seating plans, name badges, signage and special requirements, ensuring every detail contributes to a professional and memorable event experience.
- Support event hosting e.g., welcoming guests and/or registration desk, customer services and promoting IoD's services and offerings.
- Ensure post event follow up actions are complete including feedback, CPD records, content sharing etc.
- Liaise with marketing, channels and content team to provide information of events, speakers etc for event promotion.

Programme and sponsorship administration support

Provide support for a range of current and emerging programmes or projects - including:

- Event planning, coordination and delivery support for Chapter Zero - and other programmes as relevant.
 - Provide administrative support to the Sponsorship Lead as required, including coordinating tasks, preparing documentation, and assisting with day-to-day activities to ensure smooth delivery.
 - Central point of contact and collecting and collating IoD's carbon measuring process working with internal and external parties (this bit reports to me but it's really coordination across the organization).
 - Working proactively and collaboratively with internal stakeholders and project teams to coordinate project activities, for example the Governance Leadership Team and Brand and Marketing, and Communications Team, for a range of activities.
 - Provide accurate and timely reporting for project monitoring and decision making
 - Assist with database management for relevant projects.
 - Continuously review processes and improve these, including using tools and technology (including AI) effectively to create efficiencies and/or automate processes.
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General

- Positively contribute to a high-performing and inclusive 'one IoD team' culture that focuses on outcomes, impact, effectiveness and delivering value for our members and customers
- Prioritise the health, safety and wellbeing of self and others
- Work in a way that is aligned with and champions the IoD's values
- Undertake other activities as are reasonably required to carry out the functions of the position.

Key relationships | Ngā hononga matua

Internal	External
<ul style="list-style-type: none">• Governance Leadership Centre – particularly for Chapter Zero• Sponsorship and Events, Brand and Marketing and Communications Teams• Branch Network Team for national event delivery	<ul style="list-style-type: none">• All IoD members, customers and clients• Course facilitators, attendees and delegates• Steering/Advisory Groups e.g. Chapter Zero, Pacific Governors• Vendors, contractors and suppliers eg venues, printing and technology

Person specification | Mōu ake

Qualifications and experience

- A tertiary qualification in business, communications, events or similar with at least 3 years relevant post graduate experience
- Project coordination and administration experience
- Significant experience in administration up to supporting executive levels
- Relevant event coordination experience including online events.

Required skills

- Highly organised with the ability to multi-task and set priorities to achieve project outputs.
- Confidently manages competing priorities across a range of projects, in particular coordinating stakeholder groups
- High level computing skills particularly for PowerPoint, Word, Excel and databases
- Good commercial understanding and manages budgets effectively
- Able to identify opportunity for continuous improvement of processes, service including using technology to gain efficiencies
- Communicates confidently and positively engages with stakeholders at all levels
- Excellent written communication skills – communicates with clarity and impact
- Confident with technology including databases, web meetings, events software, MSOffice
- Flexible and adapts to the needs and priorities of the business and projects change over time.

Key competencies | Ngā tohungatanga matua

We put our members and customers first

Always act for the good of the IoD and our purpose to positively transform governance.

See things from our members' and customers' perspectives and design services and create solutions that meet their needs.

Goes the extra mile for our members and our customers - both inside and outside the organisation.

Monitor member and customer satisfaction and focus on fixing what's not working and improving their experience.

We are outcomes focused

Strive for excellence and look for better ways to do things.

Harness technology to drive continuous innovation, improvement and efficiencies.

Understand our financial drivers and commercial environment and make decisions that positively impact this.

Is adaptable and can refocus our work and our energy to what's most important.

Thinks outside the box, bringing creative ideas and solutions to problems.

We value teamwork & collaboration

Welcoming and respectful, valuing diversity of culture, belief, lifestyle, gender, orientation, ability, and thought.

Collaborative and team-focused, contributing ideas, solutions, and shared responsibility while recognising others' strengths and achievements.

Supportive and reliable, backing up colleagues and fostering a positive, constructive environment.

Open and constructive in addressing challenges, focusing on healthy resolution and issues rather than individuals.

We hold ourselves to high standards

Aim high, delivering quality work, and setting goals that drive performance.

Act with integrity by keeping commitments, speaking up for what's right, and using sound judgement

Stay curious and knowledgeable, seeking feedback, learning continuously, and applying insights to improve.

Show accountability by owning actions, recognising limits, and asking for support when needed.

We develop ourselves

Commit to growth through continuous development, learning, and reflection.

Build cultural competence by deepening understanding and behaviours towards and attitudes of Māori and their culture, as the indigenous people of Aotearoa New Zealand.

Embrace curiosity, openness, and adaptability, learning from both success and failure.

Share knowledge generously, acting as both teacher and learner, and seeking growth beyond comfort zones.

Authority | Rangatiratanga

The National Events Executive has the authority to make decisions and carry out actions in all matters related to the responsibilities and deliverables of the position consistent with budget approvals.

Amendments to the responsibilities | He whakahounga ki ngā haepapa

The National Events Executive responsibilities will change over time as the IoD responds to the changing environment and commercial needs and requirements. This position description will be updated as required to reflect these changes. The incumbent will need the flexibility to adapt and develop as the environment evolves.

Travel

The National Events Executive may be required to travel and work outside core business hours to fulfil the requirements of the role, particularly to ensure delivery of key events. This may include overnight travel from time-to-time.

Dated

December 2025