

Position Description: Events Advisor

Kaiwhakahaere Manager	Head of Marketing & Communications
Te Wāhi Noho Location	Wellington
Te Rā Date	June 2026
Whakapānga Tuatahi Direct reports	0
Ngā Hononga Mahi Working relationships	Internal: BCITO employees nationally External: Stakeholders

He mōhiotanga mō BCITO | Introduction to BCITO

Nau mai, haere mai, whakatau mai.

BCITO Limited is New Zealand’s largest provider of building and construction trade apprenticeships. We are industry owned and led, and report to Construction Skills New Zealand (CSNZ).

At BCITO, our purpose is clear and our impact powerful. We manage apprenticeships and training for the building and construction sector. Our programmes are designed to be straightforward for learners and workable for employers. Because each trade has its own rhythm, risks and requirements, we build full, end-to-end programmes with wraparound support, so an apprentice can progress from their first day on the job to being fully qualified, and an employer can grow capability on site without slowing the job.

BCITO’s difference is focus and follow-through. We ensure the breadth and depth of our programmes meet industry needs and stay close to both learner and the employer to support their journey. Our qualifications are robust because we work with NZQA and TEC; our delivery is practical because we build it with industry and our outcomes are strong because we measure them, learn and improve. That is why employers stay with us, why apprentices recommend us, and why we continue to be New Zealand’s provider of choice for work-based learning in the construction trades.

Looking ahead, we remain committed to stability for learners and employers as vocational education evolves. Our aim is to make the system simpler to navigate, quicker to respond to new methods and materials, and more supportive of people finishing well.

In a sector that builds homes, schools, hospitals and workplaces, people are the critical infrastructure. **At BCITO, we are building people who are building people**, and that is how New Zealand builds its future.



Vision and Values

We are a group of passionate people, with our ‘essence’ encompassed by our Vision and Values.

We recognise that the success of BCITO is linked to the performance, capability, and well-being of our people. We offer our people competitive remuneration, great career training and development opportunities, excellent employee-support benefits, and flexible working conditions.

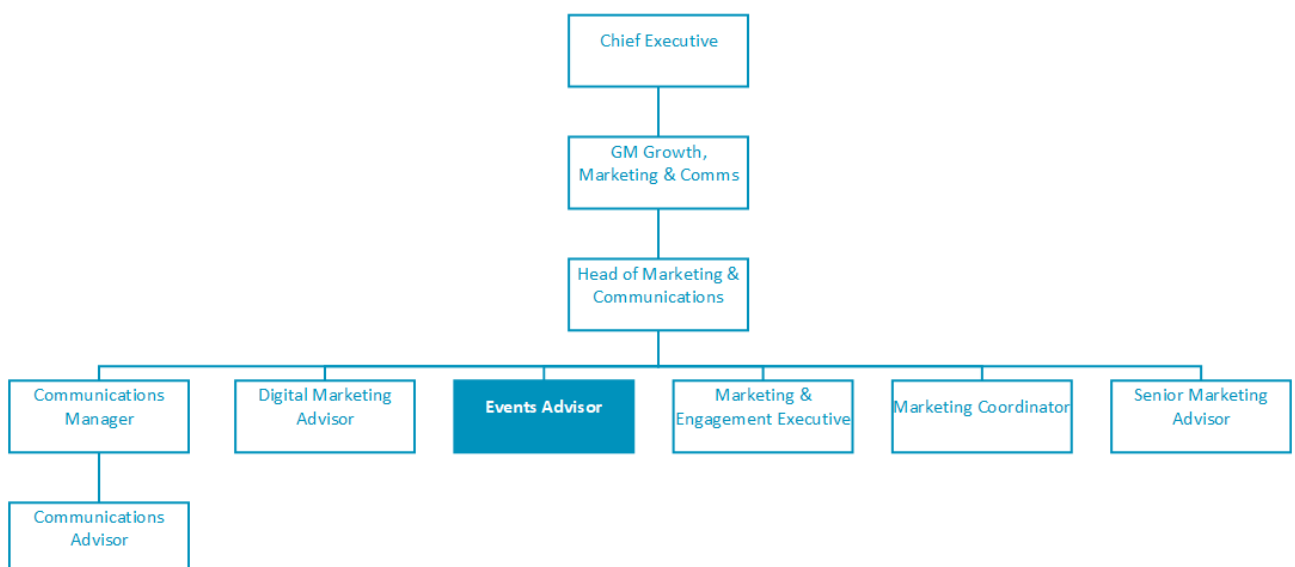
Te Kaupapa | Purpose

The Events Advisor plays a key role in supporting BCITO’s event delivery, coordinating a wide range of activities from regional one-day events to national industry and community engagements. These include BCITO participation in externally led events where the organisation is a sponsor, as well as BCITO led initiatives.

In this role, you will plan, organise and coordinate internal and external events, ensuring they are delivered smoothly and to a high standard. Working closely with internal teams, you will support consistent and effective event execution that strengthens BCITO’s presence across the construction sector, schools and community settings.

Success in this role will require strong organisational and relationship management skills, attention to detail, and the ability to adapt to changing priorities. This is a varied and hands on role, with activities spanning industry events, regional engagements, and education focused initiatives.

Te Tū Whakahaere | Reporting Structure



Ngā Whāinga Matua | Key Responsibilities

Event Management

- Coordinate BCITO's external marketing events, supporting delivery in collaboration with internal teams and external stakeholders.
- This may include working with external agencies for design work if and when required, logistics and activations at events
- Assist with the planning and implementation of events, ensuring alignment with BCITO's brand and objectives.
- Maintain and manage the events calendar, ensuring clear and timely communication across the BCITO network.
- Build and maintain effective working relationships with stakeholders to support successful event outcomes.
- Support the delivery of events on time and within budget, including post-event evaluation and reporting.
- Manage operational and administrative requirements for events, including systems and platforms used for delivery.
- Track BCITO's participation in sponsored regional and national events, supporting logistics and identifying opportunities for engagement.
- Apply sound judgement in identifying and managing risks, escalating issues where needed to ensure smooth event delivery.

Resource Management

- Create and maintain a full suite of National Office and Area branded expo equipment.
- Ensuring budgets are adhered to and maintenance is carried out.

Internal events

- Deliver on any BCITO run internal events which can vary from regional to national events depending on the requirement of the organisation.
- This will include deliver an end-to-end events plan with venue booking, travel logistics, catering, guest speakers and other event requirement.

General Marketing & Communications

- Working closely with the wider team to contribute to the development and supporting the achievement of the business and department objectives.
- Keeping an updated events calendar
- Ability to complete detailed briefs, roll out plans, provide written debriefs and communications for use internally and externally.

Note: The above responsibilities are not exclusive. The employee may be asked to perform other reasonable duties and responsibilities at management's discretion.

Health & Safety

Carry out all responsibilities safely and in full accordance with BCITO's Wellbeing & Safety policies and procedures.

Mōu | Person Specifications

Knowledge, skills and experience

Essential

- Demonstrates initiative in identifying more efficient ways to deliver events, including researching new opportunities and innovative delivery approaches.
- Sound understanding of marketing and communications principles to ensure event activity aligns with broader organisational objectives.
- Proven experience coordinating events end-to-end, including timelines, venues, suppliers, logistics, health and safety requirements, and budget tracking
- Outstanding people and relationship management skills, with the ability to engage, influence and work effectively with a wide range of internal and external stakeholders.
- Experience supporting delivery of an events programme, contributing to planning and coordination across multiple activities.
- Ability to prepare post-event evaluation reports, capturing insights, outcomes, and opportunities for improvement.
- Strong organisational and coordination skills, with the ability to build effective relationships with internal and external stakeholders.
- Provides high quality internal customer service, working collaboratively across teams to deliver successful events.
- Proactive, adaptable, and willing to travel as required to support event delivery. Strong prioritisation skills, with the ability to manage multiple events and deadlines in a fast-paced environment.
- Practical, hands-on experience in event delivery, with a focus on execution and continuous improvement.

Signed by Events Advisor	Signed by GM Growth, Marketing & Comms
Date:	Date: