***Northey Street City Farm***

***Permaculture in the Heart of Brisbane, Australia***

**EVENTS COORDINATOR**

**POSITION DESCRIPTION**

**Position:** **Events Coordinator**

**Award:** Northey Street City Farm (NSCF) Staff Agreement

**Hours:** 12 hours per week (The applicant might be required to work some weekends)

**Pay rate:** NSCF Enterprise Agreement Level 3, $24.96 p/hr. and entitlements as defined in the NSCF Enterprise Agreement

**Contract Position: 5 months** Project Part-time (Period: early February 2019 to early July 2019)

**Responsible to:** Enterprise Team Manager

**Working Environment**

Northey Street City Farm is a non-profit community farm on the banks of Brisbane’s Breakfast Creek in the inner-city suburb of Windsor. It has been developed for people to enjoy and participate in using the principles of Permaculture. It is also intended to be a demonstration site where people of all ages can learn through practical, hands on experience.

NSCF Purpose Statement

Our purpose is to be an inspirational working model of a community-based urban permaculture farm which promotes and educates for sustainability

NSCF Vision

“All living sustainably”

**Purpose of Position**

The Events Coordinator will be responsible for designing, coordinating and delivering on the annual NSCF Winter Solstice Event. The role will be responsible for all aspects of the event from programme design, logistics and sourcing of workshop presenters, bands and stallholders. The role will be expected to operate using project management principles and will be supported by an experienced organisation reference group. Key aspects of the role will be alignment to the organisation’s belief, vision, values and purpose, organisation skills, budget and relationship management.

**Person**

The Events Coordinator should be an enterprising individual with excellent communication and people management skills, with a sound understanding of events and project management and a demonstrated ability to manage and market a successful event.

The Events Coordinator should have a passion for event and festival coordination, preferably with a practical working knowledge of events and event coordination. This role will be responsible for supervising volunteers to assist with the event. The successful candidate will ideally be reliable, an enthusiastic self-starter who is willing to work with our community to meet the financial, social and environmental objectives of the Enterprise Team and the farm as a whole. This person will have initiative and be open to sharing their practical skills and experiences with a broad range of people.

**Responsibilities**

* Develop and implement an event project management plan. This plan to include:
  + Marketing
  + Site, infrastructure & logistics
  + Education activities & presentations
  + Council and other permits
  + Entertainment, parade & bonfire
  + Event bookings
  + Staffing (including volunteers)
  + Risks
* Work within the planned budget
* Manage all event stakeholders appropriately
* Report fortnightly on the financials and project status to the Enterprise Team Manager
* Supervise volunteers
* Ensure that all documents, processes and procedures are uploaded and maintained online to ensure continuity of events

**Selection Criteria (Required Knowledge, Skills and Abilities)**

**Essential**

* Demonstrated experience in events, marketing and project management
* Excellent communication and writing skills
* Problem solving skills as it pertains to events/project management
* Supervisory and leadership skills
* Computer skills, in particular project management software, MsOffice and online document management

**Desirable**

* Events management or project management certificate
* Experience in working in community based organisations.

**Physical Demands**

This position may be physically demanding at times and requires a person who is fit and willing to work hard.

**APPLICATIONS**

* Applications must address each of the selection criteria above (maximum 100 words each)
* Please also include a CV with at least two referees
* Applications are due **4pm** **Thursday 1 February 2019**.
* Proposed start date is early February 2019.
* For further information, please contact Ronni Martin, Education & Support Manager, on 3857 8775
* Please submit application electronically to: info@nscf.org.au

**Hard copies may be sent to:** Northey Street City Farm, 16 Victoria St, Windsor, 4030

[www.nscf.org.au](http://www.nscf.org.au/) Phone: 07-38578775 Email: info@nscf.org.au