

The Gloucester Project Inc

Position Description

Events Coordinator

The Gloucester Project (TGP) was constituted in 2008 as a non-profit organisation formed by community members concerned about climate change, land use, food and water security and the economic future of the community. TGP has been awarded a 3 year grant under the NSW Government's Community Builders program.

TGP will utilise the funds from this grant to provide horticultural encouragement and support for landholders to become food producers. TGP will be dedicated to providing growing and marketing support systems. The grant will also provide employment opportunities and skill development for under-employed and isolated rural community members, while also developing a user friendly support and information network. A program will also be designed to attract displaced and refugee growers to join the Gloucester community.

The Events Coordinator will be responsible for researching, planning and coordinating workshops and events.

The successful candidate will report to The Gloucester Project Coordinator and be expected to engage in active co-operation with:

- Tucker Patch Coordinator
- Tucker Patch Growers Coordinator
- Marketing Coordinator
- Community Engagement Coordinator

Positions that report to this position: Nil

Duties include but are not limited to:

- Organising workshops and events in areas relevant to the Program.
- Negotiation and liaison with a diverse range of stakeholders.
- Management of administrative and logistical arrangements including, but not limited to:
 - Venue hire
 - Budget
 - Advertising and promotion
 - Catering
 - Specific workshop requirements
 - Debriefing and reporting
- Strengthening the reputation of the Program within the local community.

Selection Criteria:

- High standard of written and oral communication.
- Strong organisational skills.
- Good facilitation and negotiation skills.
- Problem solving skills.
- Ability to work in a team.
- Hold a current drivers licence and have own transport.
- Computer literate, with access to a computer and the internet.
- Commitment to TGP principles.
- Event management experience is desirable.

Work type: Casual.

Pay rate: Based on award rates.