

KATANNING LANDCARE EVENTS COORDINATOR 2018 – POSITION DESCRIPTION

This is a results-based fixed-price contract for a 10-month period commencing in February 2018, based at the Katanning Landcare Centre 10 Dore Street Katanning 6317.

The hours and work load will vary depending upon the activities being undertaken at the time – varying from one day a week to full-time - and will include evening and weekend work. We expect an average of three days per fortnight, which will flex through the year depending on number of events and workload at any given time.

This role has expanded to encompass new funding, and will include EcoWeek, Community Volunteer Bush Management, Small Landholder Workshops, and other industry events.

THE SUCCESSFUL APPLICANT WILL BE REQUIRED TO:

- Work under the direction of the Katanning Land Conservation District Committee and the Executive Landcare Officer.
- Work closely with the Finance Officer to ensure accurate financial and reporting requirements are met.
- Carry out all activities related to the planning and implementation of:
 - Katanning EcoWeek 2018, including feature event 'EcoExchanges'
 - Community Volunteer Bush Management Project 2018 (9-10 volunteer events)
 - Small Landholder Workshop series of events (6 workshops)
 - other event management, including organisation of at least two industry events
- Responsibilities include:
 - Event Coordination: planning events, linking with local expertise and presenters, securing information resources as per the prescribed topics, secure local properties to host each workshop, venues, linking with volunteers and participants, land managers, Volunteer Captains, and potential groups to set up monthly volunteer events, event set up, securing catering, taking bookings, payments, recording attendance and volunteer hours, community contributions, complying with established volunteer management policies and protocols, and follow up event documentation
 - Marketing and Promotions: including print advertising, press releases, posters, events timetables, social media, emails, radio, updating website events calendar, word-of-mouth, as well as tailored presentations to schools, community groups and businesses
 - Budget Control: ensuring all project expenses are in accordance with grant allowances, are recorded accurately, and are verified with the Finance Officer and Treasurer requirements
 - Reporting: meeting grant milestone reporting requirements, and final acquittal documentation with the support of the LCDC committee and staff
 - Securing further funding: seeking additional funds from grants, corporate sponsors or donations -in particular through donations and contributions by local government and businesses - to support the full cost of events with the support of LCDC committee and staff.



ESSENTIAL SELECTION CRITERIA:

- Organised, flexible, and able to work effectively under pressure
- Proven track-record at meeting deadlines
- Good record-keeping abilities
- Self-motivated, show initiative and be able to work independently
- Effective team member and ability to collaborate successfully with a wide variety of stakeholders
- Familiarity with the Katanning community and district
- Strong communication skills, both verbal and written
- Competence in the use of Microsoft Office programs, email and social media
- Interest in environment and sustainability

DESIRABLE SELECTION CRITERIA:

- Qualifications and/ or experience in event management
- Experience with project management, including managing budgets and contractors
- Graphic design and marketing experience
- Current first aid

REMUNERATION:

This is a fixed-price contract of \$25,000 all inclusive.

Written applications addressing the Selection Criteria, a current CV and two referees to be submitted to:

Andrea Salmond
Executive Landcare Officer
Katanning LCDC, PO Box 803, Katanning 6317
andrea@katanninglandcare.org.au

APPLICATIONS by close of business Thursday 25th January 2018

This position is supported by funding from the Western Australian Government's State NRM Program and the Great Southern Development Commission, supported by Royalties for Regions.

