

## Position Description

<b>Organisation:</b>	Green Connect
<b>Vision:</b>	A connected community that values people and planet.
<b>Mission:</b>	Reduce waste, grow fair food and provide fair employment for young people and former refugees.
<b>Values:</b>	Earth care. People care. Fair share.
<b>Strategic objectives:</b>	<ol style="list-style-type: none"> <li>1. Reduce waste to landfill</li> <li>2. Grow and distribute fair food</li> <li>3. Create good jobs and employment pathways</li> <li>4. Engage and connect our community</li> <li>5. Be a sustainable business</li> </ol>
<b>Parent company:</b>	Green Connect is a social enterprise owned and managed by Community Resources Ltd, a national not-for-profit organisation.

<b>Position title:</b>	Activity Coordinator
<b>Purpose:</b>	<p>To develop, plan, coordinate and oversee a range of activities (such as tours, workshops and events) that increase awareness, understanding and action on the social and environmental topics that Green Connect is a leader in, particularly for children and families, including:</p> <ul style="list-style-type: none"> <li>- Fair food farming</li> <li>- Zero waste</li> <li>- Valuing diversity</li> </ul>
<b>Reports to:</b>	General Manager
<b>Award level:</b>	Amusement, Events and Recreation Award, Grade 7
<b>Pay rate:</b>	\$30.00 per hour (above award)
<b>Hours:</b>	22.5 per week (job share available for the right candidates)
<b>Contract duration:</b>	1 year

<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Full responsibility for organising and coordinating activities and events across Green Connect including at the farm and at the op shop</li> <li>• Produce a range of environmental education and ecotourism activities that are engaging and promote learning and action (partnering with facilitators and/or curriculum developers to do so where appropriate and budget allows)</li> <li>• Organise all aspects of activities, including:             <ul style="list-style-type: none"> <li>○ Promotion (developing marketing materials and promoting activities to schools, families and the general public via a range of channels including the Green Connect website, newsletter and social media)</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Ticketing (setting up booking pages, managing bookings, ensuring customers have the information they need in a timely manner after booking)</li> <li>○ Liaising with attendees (answering questions, ensuring ticketholders know what to expect, where to meet, what to bring, etc, and updating ticketholders if there are any changes)</li> <li>○ Staffing (recruiting, inducting, training, testing and rostering great facilitators) (note that this position should facilitate some activities and be available as a back-up for others, but the majority will be done by other staff)</li> <li>○ Equipment (purchasing, looking after, and ensuring equipment is available, safe to use and fit for purpose)</li> <li>○ Set up (providing a safe, welcoming space where everything that is needed is set up before participants arrive)</li> <li>○ Clean up (leaving spaces clean and tidy)</li> <li>○ Debriefing and evaluation (liaising with facilitators to gain insights into how activities went and continuously improve them; surveying customers on satisfaction and outcomes)</li> <li>● Undertake and/or coordinate curriculum and resource development for new activities and events and ensure this is documented appropriately in Green Connect’s Quality Management System (recruiting and working with curriculum developers to do so where appropriate and budget allows)</li> <li>● Keep accurate records of ticket sales and attendees and ensure they are added to Green Connect’s database so we can stay in contact</li> <li>● Continuously improve activities based on feedback</li> <li>● Work collaboratively with other Green Connect and Community Resources staff, partner organisations and the wider community</li> <li>● Represent Green Connect in a way that reflects the organisation’s values</li> </ul>
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<p><b>Goals:</b></p>	<ul style="list-style-type: none"> <li>● Curriculum written for at least 12 activities by February 2020 (note: 2 already written and 4 partially written)</li> <li>● At least 12 activities piloted by March 2020 (note: 5 already piloted)</li> <li>● A suite of promotional materials for each activity approved and available by April 2020</li> <li>● Officially launch environmental education and ecotourism on the Green Connect farm by April 2020</li> <li>● At least 1,200 participants in activities between January and June 2020 (note: over 400 participants in the four months to October 2019, excluding Dig Day participants)</li> <li>● Activities meet budget targets by June 2020</li> <li>● 90%+ of activity participants are satisfied or more than satisfied with their experience</li> <li>● 80%+ of activity participants report improved wellbeing, stronger connection to the community and/or environmental learning or action as a result of attending an activity</li> </ul>
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Skills:	<ul style="list-style-type: none"> <li>• Ability to value, respect and work with people from diverse backgrounds</li> <li>• Outstanding “people skills” (communication, relationship building, teamwork, conflict resolution, etc)</li> <li>• Passion for and/or experience in environmental education</li> <li>• Very highly organised and able to juggle competing priorities and manage multiple projects successfully</li> <li>• Great marketing skills including the use of websites and social media (NB: design skills highly valued but not essential)</li> <li>• Value-aligned with Green Connect (see vision, mission and values above)</li> </ul>
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Qualifications and/or certifications required:	<ul style="list-style-type: none"> <li>• NSW Working With Children Check</li> <li>• First Aid Certificate</li> </ul>
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Employee’s name:	
Employee’s signature:	
Date:	
Manager’s name:	
Manager’s signature:	