



POSITION DESCRIPTION

Position: Events & Administration Support

Hours: 20 hours per week

Award: Private Clerks Award 2010

Pay rate: Award Level 3 \$23.27 per hour, *plus entitlements as defined in the award related to your role*

Contract: Permanent Part-Time

Responsible to: Administration Manager

Our Organisation

Gympie and District Landcare Group (GDLG) is a community-based organisation that has been active for 30 years serving the local landowners. The Group is an incorporated association and a registered charity. Each year members elect an Executive (Management Committee) that sets strategic direction, manages organisation risks, fine tunes policies and ensures that the organisation is operating effectively whilst staying true to its vision and purpose. Members and volunteers are integrally involved in the group's activities: operating a local native plant nursery; raising bio-control insects for invasive plant species control and other purposes; providing land care services, fostering local land caring activities; and community education.

Purpose of Position

The purpose of this position is to efficiently support the Administration Manager in managing event and education projects such as workshops and field trips.

Person

We are looking for an enthusiastic person with experience in event planning, marketing and administration support. The successful person would be able to produce events from conception through to completion, have a passion and desire to educate our community about our environment, and a willingness to learn. The successful candidate will ideally be reliable, and passionate about service and administration processes and procedures. An enthusiastic self-starter who is willing to work with the administration lead and our community to meet the financial, social and environmental objectives of the organisation. This person will have initiative and be open to sharing their practical skills and experiences with a broad range of people.

Responsibilities

- Work with the Administration Manager to develop an annual workshop and events programme;
- Event planning, design and production while managing all project delivery elements within time limits;
- Liaison with and scheduling of potential workshop presenters, including sending reminders and ensuring requirements are in place to ensure customer satisfaction;
- Conduct market research, gather information and negotiate pricing prior to closing any deals;
- Organise facilities and manage all event details such as décor, catering, entertainment, transportation, locations, invitee list, special guests, equipment, promotional material etc.
- Ensure compliance with insurance, legal, health and safety obligations;
- Conduct risk assessments and ensure participants sign-in and out from events;
- Specify staff requirements and coordinate their activities;
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day;
- Collating feedback from workshops and entering data into our system;
- Take and provide photos of participants at workshops and provide progress articles for our monthly newsletter;
- Ensuring the programme remains within the budget;
- Conduct pre and post evaluations and report on outcomes;
- Research market, identify event opportunities and report on outcomes;
- Consult with the Education Advisory Board in relation to the planned events;
- Take direction from the Administration Manager to promote and publicize the event;
- Assist with record keeping activities and archiving including document management, inventory and stock management;
- Support and maintenance of technology systems for the efficient management of organisation data and reporting;
- Works co-operatively with other teams to support the vision and purpose of Gympie Landcare;
- Support the development and maintenance of a knowledge base of processes and procedures for the administration area;
- Maintain organisation health and safety practices in day to day activities;
- Research, coordinate and plan grant obligated events and workshops; and
- Attending associated organisation meetings and networking events.

Required Knowledge, Skills and Abilities

Essential

- 5 years administration experience;
- Previous experience organising and carrying out events/workshops/social events;
- Excellent time management and communication skills;
- Sales skills and ability to build productive business relationships;
- Ability to manage multiple projects independently;
- MS Office proficiency;
- Excellent computer skills with experience in social media and website platforms;
- Problem solving skills;
- Good communication and writing skills;
- Friendly can-do attitude and willingness to learn;
- Ambition to strive for better results;
- Ability to follow direction with enthusiasm.

Desirable

- Experience working within an environmental organisation.

Physical Demands

This is mostly an office-based position that requires an average level of fitness. However, you will be required to construct stall setups at festival events at times which will require moderate lifting.

GDLG Purpose

We support and inspire landowners to practice sustainable land stewardship.

GDLG Vision

To leave a legacy of sustainable land care management in the Gympie region.

Applications

Applications close Monday 3 June 2019. Please provide a cover letter outlining why you are the best fit for the position, together with your resume with three references and send to admin@gympielandcare.org.au. Applications that do **not** meet this criteria will **not** be considered.