



Local Leadership Opportunity

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| Position Title: | Events Officer |
| Type of Position: | Volunteer |
| Time Required: | Varies, but on average a minimum of 10 hours every 2 months |
| Minimum period: | Flexible, but preferably for at least 6 months |
| Location of position: | Work from home or from the SEE-Change Office in Downer |
| Reports to: | Executive Officer |
| Role, project overview and purpose: | <ul style="list-style-type: none">• The intention of this role is to coordinate and manage SEE-Change stalls at events.• Currently SEE-Change has stalls at a number of events throughout the year, with different volunteers assisting for an hour or two on the stall during any given event.• We would like to spread the word about the work that SEE-Change is doing further throughout the community and having a stall at different events can achieve this in an efficient manner. |
| Key responsibilities and tasks: | <ul style="list-style-type: none">• Identify events that SEE-Change should consider having a stall.• Be the key contact for stalls at events.• Coordinate the materials and volunteers for stalls at events. |
| Skills, experience and attributes: | <ul style="list-style-type: none">• Excellent oral communication skills.• The ability to work independently and in a team.• Knowledge and understanding of sustainability issues is desirable, particularly an understanding of SEE-Change.• A willingness to learn is essential.• An active interest in how to communicate effectively and engage people on a stall at an event. |
| Training that will be provided by SEE-Change: | <ul style="list-style-type: none">• On-the-job training to familiarise with SEE-Change activities and projects, and stall materials. |
| Benefits for the volunteer: | <ul style="list-style-type: none">• SEE-Change operates within an emerging sector, so your contribution will put you on the front line of change-making in Canberra.• Your leadership role within SEE-Change will provide you with the opportunity to develop transferable skills and experience, such as leading meetings, developing schedules, coordinating and project managing activities and motivating and teaching others. |
| Benefits to SEE-Change | <ul style="list-style-type: none">• Your contribution will be an integral part of SEE-Change operations, enhancing the effectiveness of everything we do.• You will also free the Executive Officer to concentrate on other areas of operations such as project development and member engagement. |



SEE-CHANGE

COMMUNITIES CREATING A SUSTAINABLE CANBERRA

| VOLUNTEER AGREEMENT | |
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| Name of the volunteer: | |
| Start date: | |
| End date: | |
| Hours and days agreed to per week: | |
| Learning needs: | |
| Any other training required (please describe): | |
| Any other special conditions (please describe): | |
| Mentor: | |
| Volunteer signature: | |
| Executive signature: | |
| Date: | |
| Date of review: | |
| Last person in position: | |
| Last person's learning insights and tips: | |