



Northern Peninsula Area Regional Council

Employment Opportunity

Events Coordinator

Northern Peninsula Area Regional Council (NPARC) is seeking applications from suitably qualified, motivated, and experienced individual for the position of **Communications Officer**.

The Events Officer Coordinator will work closely with all Council Departments and other NPA and external stakeholders to develop implement and promote an array of community events and sports and recreational activities that provide economic development opportunities, social cohesion and celebrate the unique lifestyle and culture of the NPA Communities.

The Events Coordinator Officer will add organise, plan, prepare and deliver events and sports and recreational activities that will encourage local participation and volunteerism as well as working cooperatively with other regional councils, event officers and tourism bodies.

In this role you will have the opportunity to:

- **Oversee and coordinate events and sports and recreation activities to encourage community involvement and respect local traditions and needs.**
- **Ensure the delivery of the annual Sport and Recreation Plan**
- **Complete reporting requirements for event and sports and recreational grants**
- **Working cooperatively with a diverse range of internal and external stakeholders, strategically plan for the Australia Day, Mabo Day, Mud Rally, NPA Show, New Years Eve, Christmas Celebrations, Staff activities and meetings as well as other events as directed by executive management.**
- **Collaborate with local organisations, relevant regional tourism bodies and councils to increase visitation around new and existing local and regional cultural and sporting events.**
- **Promote and market the iconic position of the NPA and develop it as a 'brand' in the broader regional and Australian business context.**
- **Negotiate with funding bodies for grant support in delivery of events and building sports and recreational programs to facilitate participation and improved health and wellbeing.**
- **Provide expertise and support to Council's Corporate Services Team to assist in the implementation and development of an NPARC Strategic Community Plan in the areas of sports and recreation, economic development and NPA promotion, event attraction and tourism promotion.**

- **Maintain a high level of public display and information material relating to events, including designing information for events.**
- **Address clubs, organisations and groups within the community as required.**
- **Attend all Council events.**
- **Ensure appropriate advertising of all Council events, including website.**
- **Develop, deliver, and evaluate a comprehensive annual program of Council and community events, including the coordination of the set-up and pack down of events.**
- **Work cohesively with and coordinate volunteers and community groups to deliver events.**
- **Perform other duties as required.**

In return for your valued contribution, you will be rewarded with:

- **Full-time 3 Year Term**
- **\$61,491.04 per annum, plus superannuation**
- 38 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essentials

1. *Appropriate qualifications and demonstrable experience in Events a related field in a remote and/or indigenous context.*
2. *Proven experience in planning and delivery of events.*
3. *Experience working with community groups and coordinating staff and volunteers.*
4. *Proficient in Microsoft programs.*
5. *Ability to undertake significant stakeholder engagement to facilitate development and ongoing review of a 5-year strategic plan for community and economic development related activities including yearly events calendar,*
6. *Demonstrated ability to develop and maintain positive, cooperative, and productive relationships with staff, the community and key stakeholders.*
7. *Ability to contribute to website management for the purposes of promotional programs.*
8. *Knowledge of Indigenous and Torres Strait Islander cultural issues*
9. *Hold current drivers licence*
10. *Must possess Working with children card (blue card)*
11. *Understanding of the practical application of WH&S*

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486613 and/or 07 40486614 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Wednesday 24th of July 2024