



Canberra City Farm Role

Dairy Road Site Coordinator

Position title:	Dairy Road Site Coordinator
Location of position:	Dairy Road Education Centre
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> The CCF Dairy Road Site Coordinator manages the overarching coordination of the Dairy Road Education Centre. The purpose of the CCF Dairy Road Site Coordinator is to: <ul style="list-style-type: none"> Ensure the Dairy Road Education Centre operates efficiently and in a coordinated manner.
Key responsibilities	<ul style="list-style-type: none"> Liaise regularly with Enterprises at the Dairy Road Education Centre to ensure they have what they need. Coordinate with any new Enterprises the logistics for them getting established. Coordinate activities happening at the site with other coordinators. Liaise with the ACT Government Representatives as needed. Ensure OH+S and other risk management strategies are implemented. Mentor and support the next person to take on the position.
Existing arrangements	<p>Master Plan</p> <ul style="list-style-type: none"> An existing Master Plan for the site has been established for the main location of elements, although when the detail of this is being implemented changes to it will be required. <p>Licence</p> <ul style="list-style-type: none"> A licence with the ACT Government exists and must be adhered to.
Minimum period	<ul style="list-style-type: none"> 1 year + time to coach next person to take on the role
Skills, experience and attributes	<ul style="list-style-type: none"> Project management and administration skills to deliver results. Interested in learning, mentoring and helping people grow. Interpersonal skills to build collaborative relationships with all stakeholders.
Training that will be provided by the CCF:	<ul style="list-style-type: none"> Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee
Benefits for the volunteer:	<ul style="list-style-type: none"> Increased skills and self-confidence. Contributing to grow the CCF community. Practice field for developing and practicing coaching and influencing skills.
Benefits to CCF:	<ul style="list-style-type: none"> The Dairy Road Education Centre is developed and strengthened. Improved viability, reputation, credibility, brand and impact of CCF.
Other requirements of the role:	<ul style="list-style-type: none"> Induction training Police check (if required) Medical check (if required)



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Name of volunteer	
Start date:	
End date:	
Hours and days required 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:	