



Canberra City Farm Role

Design and Construction Coordinator

Position title:	Design and Construction Coordinator
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<p>The purpose of the Design and Construction Coordinator role is to:</p> <ul style="list-style-type: none"> Coordinate the overall layout of the Canberra City Farm projects and the elements that need to be constructed. This includes: making planter boxes, fencing, and other structures.
Key responsibilities	<ul style="list-style-type: none"> Identify construction elements that need to be progressed. Manage the progression and activities of construction elements as part of the regular working bees. Identify and manage opportunities for workshops to construct elements at the site. Mentor and support the next person to take on the position.
Existing arrangements	<p>Google spreadsheet</p> <ul style="list-style-type: none"> A google spreadsheet lists all of the design and construction jobs that are needing to be done.
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"> Interested in learning, mentoring and helping people grow. Project management and administration skills to deliver results. 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 displays are 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).
Name of volunteer	
Start date:	
End date:	



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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:	