



Canberra City Farm Role

Enterprise Coordinator

Position title:	Enterprise Coordinator
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<p>The purpose of the Enterprise Coordinator role is to:</p> <ul style="list-style-type: none"> • Ensure all aspects of the Enterprise component of the Canberra City Farm is operating smoothly and effectively.
Key responsibilities	<ul style="list-style-type: none"> • Coordinate the current Enterprises operating at the Dairy Road Education Centre. • Identify potential new Enterprises for the Dairy Road Education Centre. • Mentor and support the next person to take on the position.
Existing arrangements	<p>Expression of Interest Form</p> <ul style="list-style-type: none"> • A standard Expression of Interest form has been established. This allows interested Enterprises to put forward their proposal for consideration by Canberra City Farm. • A webpage outlining the Expression of Interest process is in place. <p>Agreement Template</p> <ul style="list-style-type: none"> • A standard agreement has been established and can be modified for all future Enterprises.
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"> • Happy Enterprises with a growing number. • 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:	



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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:	