



Canberra City Farm Role

Online Coordinator

Position title:	Online Coordinator
Location of position:	Home or location that has internet access
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> • The CCF Online Coordinator conducts and organises key aspects related to supporting CCF Online activities. • The purpose of the CCF Online Coordinator is to: <ul style="list-style-type: none"> ○ Engage people in a rich community of online learning and knowledge sharing. ○ Support CCF members to experience the CCF as an open, fun and enjoyable organisation with good communication. ○ Explore on-line communication opportunities that increases awareness in the community of the CCF and encourages membership. ○ Prototype on-line crowd-funding projects to achieve the vision of CCF.
Key responsibilities	<ul style="list-style-type: none"> • Liaise with CCF executive and other CCF members to determine requirements, and identify and recommend suitable multimedia and / or social media communication solutions. • Contribute and implement multi-media and social media elements to facilitate CCF communications. • Facilitate CCF executive and members use of multi-media and social media elements. • Support publishing of content as required to the website, YouTube, Flickr, Twitter and other platforms. • Ensure the accessibility, usability and navigability of CCF on-line communication tools. • Make recommendations on future directions for the use of innovative technologies for supporting CCF communications. • Mentor and support the next person to take on the position.
Existing arrangements	<p>Website</p> <ul style="list-style-type: none"> • The CCF website has a range of information on it, but the structure and content could be reviewed. <p>Facebook and Twitter</p> <ul style="list-style-type: none"> • CCF has a facebook and twitter account, but these could be strengthened.
Minimum period	<ul style="list-style-type: none"> • 1 year + time to coach next person to take on the role.



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Skills, experience and attributes	<ul style="list-style-type: none"> • Interest, experience, knowledge and skills for using on-line communications for engaging with the community. • Project management 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"> • Demonstrable experience in communications and on-line media. • Increased skills and self-confidence. • Contributing to grow the CCF community.
Benefits to CCF:	<ul style="list-style-type: none"> • Building an engaged CCF community. • Tools developed to support the CCF vision, purpose and initiatives. • Improved 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:	
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:	



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Last person's learning insights and tips:	
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