



Ringsfield House Advisory Committee
Volunteer Job Description
Booking and Event Co-ordinator

POSITION DESCRIPTION – BOOKING AND EVENT CO-ORDINATOR

Division: South Burnett Regional Council/South Burnett VIC Network

Business Unit: Community and Lifestyle

Position Title: Booking and Event Co-ordinator

PRIMARY ROLE

To liaise with Council to register bookings and work with community partners to plan events to activate Ringsfield House

KEY RESPONSIBILITIES

1. To encourage community use and liaise with Council to confirm bookings for the facility and individual spaces.
2. To provide a high level of customer service to potential users to show case the features of the property and assist with availability and activity requirements.
3. To work closely with the Marketing and Tourist advisor to provide venue information and booking availability to customers.
4. To record any incidents, near misses, damage to the facility to the Advisory Committee and Council.
5. To provide reports to the Advisory Committee, outlining usage and patronage of the facility and feedback from hirers.

KEY SELECTION CRITERIA

1. Demonstrated experience in customer service and management.
2. Sound verbal and written communication skills and experience in using MS Office suite and other relevant technology.
3. Demonstrated experience for providing logistical support and resource management to an organisation or not-for profit.
4. Well-developed written and verbal communication skills
5. An ability to interpret and communicate Council's fees and charges.
6. Ability to work effectively in a team.

REQUIRED HOURS

Volunteers are required to commit approximately two hours per week or equivalent over the term and attend a minimum four meetings. Attendance may be in person or through a digital conference solution. The advisory committee has specific key performance measures and reporting requirements to maintain, and the position descriptions have been designed to promote the opportunity to work individually on elements of the strategic plan and then collaboratively with other group members prior to reporting to Council.

ADDITIONAL NOTES

Volunteers will be required to undergo a police check via a Blue Card – working with children/young people check.

Digital conferencing skills and equipment if volunteering remotely

Volunteers may be asked to assist with events.

All Volunteers will be required to undertake Volunteer induction.

Volunteers are required to comply with Council's Code of Conduct.