**Lismore Women’s Festival Coordinator**

YWCA NSW is an iconic not for profit committed to delivering programs and services for domestic violence support, women’s refuges, homeless support, mentoring for young women, financial literacy and life skills.

YWCA NSW is currently seeking an experienced events coordinator for our Lismore Women’s Festival in March 2018. This is a casual position based in Lismore with a contract end date of March 2018.

The primary purpose of this role is to develop, implement and evaluate a week long event to celebrate the diversity of modern women. Key priorities for this role will be to raise funds for a program of local events, coordinate and direct a variety of activities and facilitate a committee of advisors.

**Only applicants who address all essential and desirable selection criteria in the Position Description will be considered and receive further communication regarding the role.**


**Benefits of working at YWCA NSW**

- Salary Packaging option available – designed to increase your take home pay.
- Access to our confidential employee assistance program.
- Professional development opportunities.
- Staff nominated recognition and reward program.

**Other information**

Please forward your application letter addressing the above selection criteria and resume to recruitment@ywcansw.com.au

Requests for further information can be directed to Louise Collins – Regional Manager, Northern on 0433 307 359

Only applicants who provide information specifying their suitability will be considered and receive further communication regarding the role.

**Closing date:** Monday 25 September 2017
Position Description

Title: Lismore Women’s Festival Coordinator
Department: Northern Rivers
Reports to: Regional Manager, Northern
Direct Reports: Volunteers
Location: 101a Rous Road, Goonellabah NSW 2480
Date: 13 September 2017

Purpose

The Lismore Women’s Festival Coordinator is responsible for the development and implementation of the festival project plan including raising funds and/or sponsorships to support the festival project. The coordinator will liaise with contributing organisations, community groups and volunteers in the delivery of the festival and be responsible for the convening of the festival steering Committee. The coordinator will ensure an evaluation process is undertaken to measure the impact of the festival.

Key accountabilities

- Organise and convene a steering committee to oversee the general business of the Lismore Women’s Festival project.
- Develop a fundraising plan and indicative budget including identified sources of potential sponsors and a Festival sponsorship package.
- Design and implement a project plan for the festival, in line with the YWCA NSW mission statement.
- Develop a Festival marketing plan in line with YWCA marketing policies and hold responsibility for the promotion of the event as a whole.
- Develop and monitor the marketing plan for the Festival and in conjunction with the YWCA Marketing group hold responsibility for the promotion of the event as a whole.
- Facilitate nominations to host an event during the festival by identifying an eligibility criteria and application process.
- Develop and monitor a comprehensive risk management plan including an Activity Compliance Agreement for participating organisations and individuals.
- Manage the smooth running of the Festival by timetabling events and venues to optimise access by all members of the public, maintaining this as an inclusive event.
- Provide a monthly report to the steering committee
- Be governed by YWCA NSW policy and procedures

Essential criteria

1. Relevant event management qualifications or at least two years experience in community development, events management or similar.
2. Demonstrated experience in developing, managing and implementing programs within budget and meeting contractual requirements.
3. Demonstrated understanding of current and historical women’s issues and experience in delivering women focussed community engagement events.
4. Demonstrated experience in building and maintaining relationships with stakeholders.
5. Sound computer skills including Microsoft Outlook, Excel and Word
6. Current first aid and CPR certificate or a willingness to obtain

This position requires the incumbent, to at all times, comply with the organisation’s Child Protection Policy. The incumbent must satisfactorily complete a National Criminal History Record Check and the associated Statutory Declaration prior to commencing this role.