

## ROLE DESCRIPTION

**Role Title:** Event Coordinator

**Location:** Variable

**Responsible to:** Our Seas Our Future Charitable Trust

**Functional relationships with:** OSOF Coordinators, Project Teams

**Role type:** Volunteer/Leadership

**Time requirements:** Variable ongoing (up to 4 hours per week)

**Purpose Statement:** To organise and lead OSOF events, such as clean-ups, workshops, outreach presentations, and other creative projects in collaboration with local OSOF team members.

## PERSON SPECIFICATION

**Qualifications:** Tertiary qualification/s in ecology OR industry experience in successfully running volunteer events preferred.

**Experience:** Knowledge of New Zealand environmental conservation issues and environment, demonstrated leadership, project and team management, and event management skills preferred.

**Skills, Knowledge, Abilities, Personal Attributes, Behaviours, Competencies:**

- A passion for environmental conservation.
- The ability to work in a professional manner and prioritise workflows.
- Able to use initiative and to work both independently and as part of a team.
- Enjoy interacting with a diverse range of people.
- Excellent communication and time management skills.
- Strong leadership and event management skills.
- The ability to problem solve.

## **Key Accountabilities:**

### **1. Organise and implement OSOF coastal clean-up events**

- Liaise with OSOF volunteers, local authorities, groups, and organisations to coordinate clean-up events.
- Secure and book a suitable venue or location for clean-up events as needed.
- Coordinate facilities for clean-up events and volunteer requirements as needed.
- Liaise with OSOF marketing to plan, promote and document clean-up events.
- Seek sponsorship opportunities to help run clean-up events as needed.
- Coordinate catering options, if required for events.
- Ensure health and safety obligations are adhered for clean-up events.
- Manage and run clean-up events, including providing direction to volunteers.
- Assist in post evaluation of clean-up events, and implement changes for improvement.

### **2. Organise other OSOF events (e.h workshops, outreach presentations)**

- Assist with the organisation of community events relating to coastal and marine conservation, and education within respective regional areas in a timely and appropriate manner.
- Assist with the organisation of other events and projects that fall in line with the OSOF objectives.

### **3. Develop professional relationships with external contacts**

- Develop professional relationships with external contacts on behalf of OSOF to expand the OSOF network and resource base.
- Continue professional development in the areas of environmental conservation and education with particular emphasis on coastal and marine environments.

### **4. Represent OSOF in a professional manner**

- Advocate for coastal and marine environmental awareness to a range of audiences within the local community and in the media, in line with OSOF objectives.
- Manage enquiries from the public and media in a timely and appropriate manner.

### **5. Contribute to forward planning of OSOF campaigns and projects**

- Contribute and assist in developing ideas for potential conservation projects relating to coastal and marine conservation, on a regional or national level.