



## JOB DESCRIPTION

### Events and Engagement Officer

Position	Events and Engagement Officer
Responsible to	Finance and Operations Manager, Environment Centre NT
Salary	\$89,334 - \$99,001 (pro rata) plus superannuation at 12%
Location	Darwin City and Nightcliff
Status	Full Time, 0.8FTE negotiable

### **THE ROLE**

The Environment Centre NT (ECNT) invites applications for the position of Events and Engagement Officer, FT with some flexibility.

In conjunction with the Finance and Operations Manager, the Events and Engagement Officer will ensure reach and engagement of campaign activities within the community and various stakeholders. This includes effective project management of events, and co-ordination of various ECNT activities at the public facing facility at Nightcliff in its multiple functions, including retail.

### **ABOUT ECNT**

The Environment Centre NT is the peak environmental organisation in the Northern Territory (NT). We have been working to protect the NT environment since 1983. Our vision is for 'thriving nature and a sustainable future for all Territorians'.

We are the trusted, independent, voice on environmental issues in the NT and we fearlessly hold governments and industry to account in pursuit of our vision. We have expanded rapidly in the last 18 months in response to escalating environmental threats (including the climate and extinction crises).

ECNT acknowledges the Traditional Owners of the unceded lands and waters upon which we work and their role in caring for country for millennia, now, and into the future.

### **RESPONSIBILITIES**

- Manage the activation of the Nightcliff space by developing a calendar of regular activities and/or organising events delivered by ECNT and in collaboration with aligned community groups and organisations.



- Coordinate logistical support for small and major events in line with campaigns, booking venues, organising catering, supporting marketing and acting as a first point of contact for attendees.
- Project manage major events that attract local and national interest (conferences).
- Participate with other team members in the management of ECNT's key customer relationship tools and database, including Nation Builder, online shop, emails and phone.
- Run day to day retail activities for ECNT through online retailer platform and in person at Nightcliff space and events.
- Induct and engage volunteers in activities
- Work collaboratively with the rest of the team to deliver campaigns aims and goals.
- Observe, track and report on key engagement indicators.
- Be compliant with ECNT policies and do not bring ECNT into disrepute.

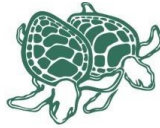
**ACCOUNTABILITY:** The Engagement Officer reports to the Finance and Operations Manager of EC

## **SELECTION CRITERIA**

### *Essential*

- At least two (2) years' experience in a similar or related role in logistics, event management, community engagement and customer service
- Excellent customer services skills and the ability to communicate with different audiences and stakeholders
- Some experience in project management or events management
- Excellent time management and organisational skills.
- A keen eye for detail.
- Problem solving skills, and the ability to create clear, simple solutions
- Commitment to ECNT's vision for a future in which the NT's nature and communities thrive.
- Selfleadership and the ability to deliver tasks assigned independently while contributing to teamwork and goals
- Willingness and ability to work outside of business hours

### *Desirable*



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- Working knowledge of the environmental sector.
  - Connection with the NT and Darwin community
  - Experience coordinating logistics in remote communities.
  - Experience with campaigning tools including Nation Builder
  - Dexterity with IT and Comms tools such as Sharepoint and Outlook as well as hardware

The position is required to deliver against these above outcomes and will form the basis for performance reviews or job references.