



## Robinson Reserve Neighbourhood House

ABN: 33 220 574 847

104A Reynard St Coburg, VIC 3058

[www.rrnh.org.au](http://www.rrnh.org.au)

Ph: 9386 7128

Fax: 9386 0728

Email: [coordinator@rrnh.org.au](mailto:coordinator@rrnh.org.au), [admin@rrnh.org.au](mailto:admin@rrnh.org.au)

## Volunteer Events Assistant

### Position Description

**Employer:** Robinson Reserve Neighbourhood House Incorporated (RRNH)

**Location:** 104a Reynard St Coburg 3058

**Role structure:** Volunteer hours are from 1pm to 4pm on Tuesdays with additional hours surrounding events.

**Collective Agreement and Conditions of Employment:** RRNH is a signatory to the Neighbourhood Houses and Adult Community Education Centres Agreement 2010.

### Organisation Overview

Robinson Reserve Neighbourhood House was established in 1988. The organisation operates autonomously as an Incorporated Non-profit Association and is governed by a Committee of Management (CoM). RRNH is a respectful, inclusive and welcoming local 'hub' space empowering growth, sharing, learning, fun and togetherness. In partnership with other organisations, we create local opportunities and encourage initiatives which enhance resilience, connectedness and well-being for people in our community.

RRNH provides a wide range of services both at the neighbourhood house and, at times, elsewhere in the neighbourhood. These include (but are not limited to) programs or projects in: adult community education, personal health (e.g. Pilates), participation through volunteering, social inclusion, job readiness, support for pre-school children and their families (especially through community and agency playgroups), music and song, community art, foreign languages, local sustainability, community resilience and skill sharing, self-help, advocacy and social activity to reduce isolation.

### Context for this Position

You are a creative individual and would like gain or to improve your team work & event management skills. You work well in a diverse community setting to include others in ways that build community resilience and spirit. You will be assisting and supporting the Event Coordinator with a variety of tasks including the arranging and delivering of events, promoting and marketing events within budget limits, assist with the setting up of events, apply OH&S to situations, use computer systems to follow project goals and tasks, and communicate to build positive relationships with stakeholders. This role is four hours per week with additional hours in lead up to and during events.

22 July 2016



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### Organisational Relationships

Reports to: Event Coordinator

### Key Responsibilities

- Assist and support Events Coordinator.
- Skill to use computer systems to follow project goals and tasks.
- Ability to effectively communicate to build positive relationships with stakeholders such as funding bodies, sponsors, donors, other volunteers and RRNH staff.
- Follow tasks and timelines required for arranging and delivering events.
- Assist with promoting events with budget limits.
- Ability to carefully apply the RRNH Occupational Health and Safety System & Policy to an event situation.
- Assist with setting up events on the day.

### Required Personal Attributes:

- Organised and deadline conscious.
- Team and community focused
- Open, friendly and easy to approach
- Creative & Flexible
- Ideally you are a local resident (within Coburg).

### Additional requirements

- Occasional after hours work and attendance at events will be required.

### Required Attachments to Accompany a Volunteering Request

Please send your resume with your application to [admin@rrnh.org.au](mailto:admin@rrnh.org.au).

### Reporting Coordinator:

Greg Thorpe - Robinson Reserve Neighbourhood House Coordinator

22 July 2016



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