

DUTY STATEMENT – CHALLENGE CO-ORDINATOR

Position: Challenge Co-Ordinator

The purpose of this position is to assist the Australasian Road Rescue Organisation Executive Committee in the development, implementation and ongoing communication of strategic plans, policies and objectives for Challenge events.

The Challenge Co-Ordinator is responsible for the efficient administration, research, planning, coordination, marketing, programming and development of the overall events functions within the Australasian Road Rescue Organisation.

Responsible To:

The Challenge Co-Ordinator is directly responsible to the President of ARRO.

Roles and Responsibilities

1. Chair the ARRO Technical Committee.
2. Responsible for the preparation and compilation of annual budgets for the delivery of Challenge events and programs, and monitor expenditure against budget allocations.
3. Prepare reports to the ARRO Executive Team regarding events.
4. Implement resolutions of ARRO and report on progress of action taken.
5. Develop and maintain harmonious relationships with all customers and key stakeholders involved in the Challenge event coordination.
6. Assist with the promotion and marketing of Challenge events to locations where event is being held and surrounding areas.
7. Promptly attend to client enquiries in a courteous and effective manner.
8. Research community and target groups needs around events management.
9. Promote the involvement of local business, community groups and volunteer groups in Challenges.
10. Assist the host in sourcing funding or sponsorship where necessary for Challenges.
11. Co-ordinate major events on behalf of ARRO.
12. Co-ordinate the events section of the ARRO web site to promote Challenge events.
13. Develop, maintain and regularly distribute a comprehensive events calendar to ARRO members.
14. Establish and maintain a database of relevant event suppliers.
15. Assist in the establishment of promotional displays on behalf of ARRO for new initiatives, marketing or public consultation.

16. Liaise with all event suppliers to ensure events and functions are professionally and successfully staged.
17. Facilitate travel, accommodation and resources for presenters and/or guests external to ARRO.
18. Ensure that all relevant licenses and permits are sought for events such as liquor licenses, road closure permits and temporary food stall applications.
19. Liaise with the Host to ensure that venues are adequately prepared for Challenges (where possible) and cleaned as soon as practicable after the event.
20. Assist with the consultation with the host on possible media strategies as required.
21. Provide advice and guidance to community groups regarding Challenge co-ordination.
22. Assist the host to develop effective planning, evaluation and management practices and procedures for Challenge co-ordination.
23. Work in conjunction with the host and local media groups to promote, advertise and market Challenge events.
24. Initiate and encourage hosts skills development in Challenge Management through effective planning, programming, production, budgeting and publicity procedures.
25. In conjunction with the host, facilitate, co-ordinate, initiate, develop and support services that meet the needs of ARRO.
26. Provide advice to the host on funding opportunities for Challenge events.
27. Advise and consult with the Executive Committee on the progress of the Challenge events and specific initiatives.
28. Promptly report all workplace hazards and incidents/accidents to the President of ARRO.
29. Comply, as far as is reasonable, with safety, health and environment instructions.
30. Ensure that sufficient duty of care is taken in the establishment and management of Challenge events in consultation with the Host.

Time Commitment:

- 15 - 20 Hrs per month.
- Attendance at Executive and Technical Committee meetings
- The position is filled at the Annual General Meeting and held for 2 years.

Expenses:

- Should be none, but any pre-agreed out-of-pocket expenses will be reimbursed.