



## Position Description

### Event Co-ordinator

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<b>Team:</b>	Events Team
<b>Reports to:</b>	Event Manager
<b>Direct reports:</b>	n/a
<b>Location:</b>	Melbourne

#### **Bicycle Network Purpose**

We believe that physical activity is vital for a happy and healthy life and that's why we make it easier for everyone, regardless of age, gender or background, to ride a bike.

#### **Event Team Purpose**

To deliver premium riding experiences in Australia's most stunning locations.

#### **Purpose of this Position**

You'll have a core role in planning and delivering some of Australia's greatest mass-participation events! Working across both site and on-road operations, you'll work within the Events Team to coordinate stakeholder requirements, logistics and events operations, support our volunteer teams and build on the rider experience.

#### **Core Responsibilities**

##### **1. Community and Stakeholder Planning**

You'll be required to engage with the stakeholders and local communities who help make our events a success, covering everything from permit applications to community meetings, communications plans and more!

##### **2. Route and Site Planning**

Working closely with the Event Manager, you'll develop structured and detailed plans for our event sites and riding routes across our various events, and then work with the contractors, stakeholders and volunteers to make them come alive.

##### **3. Volunteer Recruitment and Support**

We can't do it all alone, so you'll work with our Volunteer Coordinator to recruit and support the volunteers who join us for each event and put the plans in place to ensure they can make a valuable contribution and have the best experience possible.

##### **4. Event Delivery**

Once all the planning's done, it's time to deliver great event experiences for our Riders and Volunteers. You'll support the growth of our Net Promoter Scores by implementing the agreed plans on Event with a high level of service, quality and support, and in a manner that reflects Bicycle Network's core values.



### **5. Building Strong Relationships**

You're only as strong as the team around you, so being able to build strong professional relationships with contractors, suppliers, communities, and volunteers is a must.

### **6. Working with Budgets**

You'll assist the Event Manager to responsibly deliver our Events within budget by generating fresh ideas, sourcing quotes, negotiating prices and raising purchase orders, all of which help our Events deliver positive results that support the ongoing purpose of Bicycle Network.

### **7. Event Evaluation and Development**

Ensure continuous learning and improvement from each event by continuously monitoring and evaluating the events, raising the bar and supporting new initiatives in-line with our 3-year Event Strategies.

### **8. Support the wider organisation**

At times, you'll work with all the other Bicycle Network teams to help deliver the other programs and activities that make it easier for people to ride bikes everyday. It'll be hands-on, includes some travel and odd hours, but it's so rewarding!

### **Core Behaviours**

- **Believe:** you believe in what we do and why we're here. You believe that together we can make a positive difference and change the world.
- **Hungry:** you're driven and motivated. You don't back off and will find a way. You don't accept mediocrity.
- **Adaptable:** you're not confined by your job description and are willing to get your hands dirty. You won't freak out when the going gets tough.
- **Respectful:** you're accepting of everyone and put 'we' before 'me'. The truth is not being compromised. You know when to be serious and when to have fun.
- **Deliver:** you never make a promise you can't keep. You do things on time and follow through while accepting responsibility.

### **Key Bicycle Network Values**

- **Committed:** We're not afraid to take on something huge and we don't let the doubters stop us. We push hard because we believe we can make a difference.
- **Honest:** We don't waste our time with BS – but we're never rude about it. We want to get on with the job so we're honest with ourselves and others.
- **Inclusive:** We're quick to welcome others into the family. We've got your back, no matter who you are or what you ride.
- **Progressive:** We think creatively, adapt and always strive to be better than yesterday.

**If this all sounds like you, send through your resume and cover letter to [people@bicyclenetwork.com.au](mailto:people@bicyclenetwork.com.au) by Wednesday 12 June, 2019.**