

Lake Macquarie Sustainable Neighbourhood Alliance (Inc)

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Pop up promotions team – Position Description

Are you a people person? Gain confidence and practical engagement experience as part of our promotions team.

The role, assisting at our pop up stalls will suit outgoing people who are looking for a flexible way to contribute to a more sustainable Lake Macquarie.

Meet new people and develop your engagement skills.

Sustainable Neighbourhoods

Sustainable Neighbourhoods empowers the community to act on local sustainability issues. We are a network of active, skilled and supported citizens who create a range of local projects and events that protect the natural environment, reduce our ecological footprint, and increase community wellbeing.

Our vision

Neighbourhoods that are empowered to live sustainably

Our mission

Our work is to foster sustainable neighbourhoods and a healthy environment in Lake Macquarie.

Our values

We are guided by our values of:

- participation
- inclusion
- collaboration
- empowerment
- shared responsibility

Role description

Volunteer role	Pop up promotions volunteers
Purpose	<p>Manage and/or assist at irregular pop up promotional stalls.</p> <p>Contribute to the Sustainable Neighbourhoods marketing objectives:</p> <ul style="list-style-type: none"> • Promote Sustainable Neighbourhoods, including local groups, the Alliance and the network as a whole. • Promote and celebrate the events, projects and achievements of Sustainable Neighbourhoods. • Increase the reach and impact of Sustainable Neighbourhood messages. • Attract more participation in Sustainable Neighbourhood activities.
Supervision and support	<p>Pop up promotions volunteers will be supervised and supported by the Alliance Secretariat, and experienced volunteers.</p> <p>We ensure there are always at least 2 volunteers at our promotional stalls. New volunteers will be teamed up with someone with more experience.</p> <p>All equipment and materials are provided.</p>
Duties and responsibilities	<ul style="list-style-type: none"> • Work as part of a team to engage with the public and promote Sustainable Neighbourhoods. • Familiarise yourself with the activities, materials and displays available for the event. Depending on the event this might be for example: <ul style="list-style-type: none"> ○ Talking with people about Sustainable Neighbourhoods, upcoming activities and how to get involved. ○ Collecting contact details from interested people ○ Running a wash up station to offer reusable coffee cups, and help to wash and dry returning cups ○ Offering hands on activities such as craft, making an insect hotel, making body scrub etc ○ Offering giveaway items for those who register their interest • Work as part of a team to set up, manage and pack up all equipment and display materials. • Adhere to all Sustainable Neighbourhood policy and procedures, for example, regarding Governance, Health and Safety, Child protection; and Privacy. • Adhere to all reasonable directions from event organisers. <p>Leader (optional)</p>

	<ul style="list-style-type: none"> • Actively seek and organise opportunities to hold a promotional stall, for example at local events, markets, community days and shopping centres. • Plan and develop suitable activities to engage with the public and specific audiences. • Collaborate with the Alliance Secretariat to manage equipment (eg tables, marquee, display boards) and materials (posters, brochures, giveaways) for the event. Alliance equipment is generally stored at the Landcare Resource Centre in Teralba and needs to be picked up and dropped off from there during business hours.
Suitable for	<ul style="list-style-type: none"> • University student studying Marketing, media and communications; Environmental Management and Sustainability; Business; or Community Services for example • Outgoing people who love to talk • Volunteers seeking a flexible way to contribute
Commitment	<p>Irregular.</p> <p>Volunteers can opt in to participate as opportunities / events arise.</p>
Time required	<p>Variable, depending on the event, and volunteer availability. Volunteers can opt for a short 1-2 hour shift, or longer.</p> <p>For a leader managing an event the time commitment may be longer, including collecting and returning equipment.</p>
Location and equipment	<p>Location is variable depending on the event. Own transport to and from the event is required.</p> <p>For leaders who manage the equipment, your own car is required. The equipment can generally fit into a standard passenger vehicle.</p>

To apply

To express your interest in this role, please email the Sustainable Neighbourhood Alliance Secretariat at admin@sustainableneighbourhoods.org.au. Please include your name, email and phone contact details, and a brief description of your background and/or interest in the role. Just a few sentences is totally fine.

Please get in touch to talk about a role to suit you at admin@sustainableneighbourhoods.org.au or 0466 748 333.