



## **BEEF AUSTRALIA 2018 POSITION DESCRIPTION**

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**Title:** Schools Program Coordinator

**Responsible to:** Marketing & Communications Coordinator

**Responsible for:** Schools Program Volunteers

**Hours:** Part Time – 1 July 2017 to 28 February 2018.

Full Time 1 March 2018 to 31 May 2018.

**Commencement Date:** 1 July 2017

**Completion Date:** 31 May 2018

**Salary:** TBC

The 2018 Beef Australia Expo will focus on four key areas:

- Showcasing the Beef Industry – through Stud Cattle, Carcase and Commercial Cattle Competitions with over 4500 entries expected and over 500 trade sites;
- Consumer Awareness - engaging the general public in beef as a product and the importance of the industry to the Australian economy with the Celebrity Chefs Program, cooking demonstrations and the dining experience for Beef Australia 2018;
- Extension & Education (R&D) - acting as a conduit for information to flow between research bodies and producers – facilitating adoption of research outcomes and driving real productivity growth and at the Expo through the Symposium, Seminars and Property Tours; the acquisition and retention of young people to the Beef Industry via the Next Generation programme, the Graeme Acton Beef Connections Program.
- Facilitating Trade - working closely with our Stakeholders to target increased international visitation and more trade outcomes through the Queensland Government TIQ Handshakes programme. Ensuring that Beef Australia becomes front of mind for internationals looking to trade, interact or invest in the Australian Beef Sector.

**Overview of Role:**

The Schools Program Coordinator is responsible for the planning, coordination and delivery of the Beef Australia Schools Program.

Beef Australia wants to provide young Australians, 4-18 years old, with an understanding of the importance of the Australian Beef Industry which employs over 200,000 people and is worth \$7.7B to the Australia economy. We want young Australians to be aware of the 'paddock to plate' story, the job opportunities that are available and the benefits of eating beef to the healthy diet.

**Key Responsibilities:**

- Plan and coordinate pre-school, primary and secondary school age competitions including prizes, on-site displays and activities at the event in line with the current Australian curriculum.
- Liaise with CQ schools to plan and facilitate student tours of the event.
- Together with the new Beef Australia 'Johnny Stockman' mascot visit local school and talk about Beef Australia 2018 and the Australian Beef Industry.
- Plan and manage an area for children at the Expo 'Kids Zone' including furniture, fit out, entertainment, services and equipment requirements.
- Investigate a program for Home Economics Teachers at the Expo.
- Coordinate the Young Farmers Challenge held during the Expo.
- Work with the Marketing & Communications Coordinator to promote the Schools Program.
- Work with the Ticketing & Entertainment Coordinator to provide entertainment for the 'Kids Zone'.
- Work with key stakeholders on the delivery of the Schools Program including but not limited to the relevant Federal & State Government Departments, Queensland Agricultural Training Colleges, Primary Industries Education Foundation Australia, CQ University, Agforce, MLA, Centrecare CQ and Coles.
- Coordinate volunteers within the Schools Program.

**Key Criteria:**

- Tertiary qualifications in education and/ or demonstrated equivalent experience, knowledge and skills.
- Two years experience in a primary or secondary teaching role.
- Ability to work with children – holder of a current Blue Card.
- Ability to change priorities and remain productive in a fast-paced work environment.
- Good analytical skills with an ability to identify and solve problems.
- Sound Microsoft Office skills particularly Word and Excel.
- Ability to work autonomously and within a team as required.
- Exceptional attention to detail.
- Ability to work within Beef Australia budget and financial frameworks.
- Flexibility and commitment required to deliver a Major Event.
- Honesty and Integrity.
- Positive pro-active customer service attitude.
- Assist the Trade Fair/Accounts Coordinator to verify timesheets, purchase orders, tenders/quotes/contracts against the delivery of goods and services relating to the Schools Program prior to payment.
- Assist with the Economic Impact Study of Beef Australia 2018
- Completion of a final report detailing the outcomes and key recommendations of the International program for BA2021.

**Purchasing Authority:**

Not permitted to purchase goods or enter into agreements between Beef Australia and other parties without the consent of the CEO.