

ROLE SUMMARY

The Community Champion is a proactive and committed individual who will be essential in supporting the Family Community Dinners. They will handle venue preparation, setup, and takedown to guarantee a seamless and successful event.

Responsibilities:

- Coordinate access to the venue and setup, ensuring the space is clean, safe, and ready for the event.
- Arrange tables, chairs, and other necessary equipment to create an inviting and functional space for participants.
- Manage decorations and signage to enrich the event's atmosphere and provide clear information for attendees.
- Supervise the event's breakdown, which includes cleaning the venue, removing decorations, and disposing of rubbish.
- Collaborate with venue management, volunteers, and event organisers to ensure all logistical aspects of the event are well-coordinated and executed.

Desirable Qualities:

- Strong organisational and time-management skills.
- Ability to perform physical tasks such as lifting, carrying, and setting up equipment.
- Excellent attention to detail and a commitment to creating a welcoming and functional event space.
- Effective communication and teamwork abilities to collaborate with volunteers, venue management, and event organisers.