

Expressions of Interest

We are looking for people with strong networks and connections to young farmers and fishers to coordinate some events for the Young Farmer Business Program (YFBP). Our intent is to develop a list of people we can utilise for services as needed.

We want someone to help us organise some of our events in NSW. You won't have to be the guest speaker, don't worry! You'll get to organise the event, introduce the guest speaker, be the facilitator and help run the videos and Slido (www.slido.com).

EVENT COORDINATION

- Work with young farmers and fishers to choose event dates & venues in towns across NSW
- Book the guest speaker (YFBP will give you the speaker names)
- Invite special guests and stakeholders
- Manage ticketing, promotion, Facebook event, create/update event marketing materials (design supplied by YFBP)
- Book venue & catering
- SMS all registered attendees on the day
- Attend event, welcome guests, introduce speaker, take photos, get paperwork signed, run Slido for event feedback
- Draft follow up email for attendees (to be sent by YFBP)
- Send the photos and paperwork to YFBP
- Participate in event planning and debrief meetings (phone/video)

YOU WILL NEED

- An Australian Business Number (ABN)
- To be able to travel
- Great organisation skills
- Appropriate insurances
- Passion and enthusiasm for YFBP
- Strong connections and network of young farmers or fishers

TIMING & LOCATIONS

Events will take place from October 2019 through to June 2021. Event locations will be across NSW.

EXPRESSIONS OF INTEREST

Submit a 1 page letter with your fees + your resume including 2 referees to: <https://tenders.nsw.gov.au/>
This process is to inform the Department of suppliers with appropriate capabilities for possible future engagements, this is not a contractual commitment. We will set up a General Purchase Agreement with successful suppliers which can be viewed here: <https://www.industry.nsw.gov.au/about/our-business/our-business-old/purchase-order-terms>

Got a question? Call Alex on 0419 110 714 or email young.farmer@dpi.nsw.gov.au

DEADLINE Applications close **10am, Tuesday 17 September 2019.**