



Position Vacant – Heyfield Adventure Hub Coordinator

The Heyfield Traders & Tourism Association (HTTA) is looking for a **Heyfield Adventure Hub Coordinator** (part-time, 15 hours per week, contract to 30th June 2027) to lead the development and delivery of the **Heyfield Adventure Hub** project.

This is an exciting opportunity for a community-minded and project-orientated individual to support local tourism by driving a dynamic calendar of events and activities, as well as managing promotional and stakeholder engagement activities across the region.

The role will be employed and managed by the Heyfield Community Resource Centre (HCRC), under an agreement with the HTTA, and will report directly to the HCRC Manager.

Key Responsibilities:

- Develop and maintain an annual calendar of events and activities that are aligned with the vision for the Heyfield Adventure Hub
- Planning, logistics, risk management and delivery of events and activities in collaboration with local organisations and businesses
- Act as the point of contact for Adventure Hub initiatives and represent the project at community and regional levels
- Event promotion and marketing
- Create and manage engaging promotional content for social, digital and print media
- Manage and report project status to relevant stakeholders
- Track engagement, participation and event outcomes to support continuous improvement of the Hub

Key Selection Criteria:

Essential:

- Experience in tourism based initiatives, event coordination, community engagement or related fields
- Demonstrated ability to manage social media platforms and to create content for digital, social and print media
- Strong organisational skills, and excellent written and interpersonal skills
- Ability to work independently, collaborate with others and manage competing priorities

Desirable:

- High level of computer literacy, including online communication tools, word processing, presentation and organisational software
- Sound knowledge and demonstrable skills in community development principles and Smart Specialisation

Other requirements:

- Current drivers licence and access to a vehicle
- Availability to work weekends or evenings as required

The successful applicant will be required to undergo a Victorian Working with Children's and Police Check.

Applications close Friday 15th August 2025.

For any enquiries or a position description, please email enquiries@heyfield.net using the subject line Adventure Hub Coordinator – Future of Heyfield.