

## **FURTHER INFORMATION**

### **Expression of Interest**

#### **Norfolk Island Wellness Tourism Incubator 2020**

#### **Project Description**

The Norfolk Island Wellness Tourism Incubator will run between July and November 2020. The program will work with up to 15 participants on Island to enhance their wellness tourism business and build a network of mentors for their business, and wellness tourism on Island into the future.

#### **The role**

The project officer will be responsible for:

- Engaging program participants
- Ensuring participants are to (and engaged in) using online learning tools
- Linking participants with a mentor from the mentor pool provided
- Promoting public workshops and engaging participants
- Keeping key project stakeholders including (but not limited to) the Administrator, Norfolk Island Regional Council, the Norfolk Island Chamber of Commerce and key industry groups informed as the program progresses
- Providing comprehensive reporting to the program manager

#### **Essential skills**

The successful applicant will demonstrate the following essential skills:

- Ability to navigate online learning facilities (Zoom, Messenger and online classrooms)
- Building and maintaining networks
- Publicity, particularly using social and traditional media to reach a target audience
- Reporting project outcomes

#### **Work arrangement**

The successful applicant will hold an Australian Business Number (ABN) and own the appropriate tools to deliver the contract. The project officer must be based on Norfolk Island.

To apply please send the following documents to Kerry Grace, CEO Regional Development Australia Mid North Coast and Norfolk Island via [ceo@rdamnc.org.au](mailto:ceo@rdamnc.org.au) on or before 5pm on 5 June 2020

- Cover letter demonstrating suitability for the contract
- Evidence of your ABN and relevant insurances for the project
- Evidence of your ability to address the essential skills as mentioned above
- A quote to deliver the project components (as mentioned on the following page)

## Project components

- The program will run between July-November 2020. In this time the project officer will be responsible for
  - **Community engagement:** Using your network and local media (including social media) to engage applicants to the program
  - **Participant administration:** Maintaining regular contact with the program manager, course provider, mentors and participants to gather and distribute appropriate information about program
  - **Participant support:** Ensuring participants are engaged in the program and providing any tutorial support (or arranging this with mentors)
  - **Promoting public workshops:** (there will be a total of 5 public workshops)
  - **Supporting program mentors to deliver online workshops** (there will be a total of 6 program workshops)
  - **Running a weekly participant catchup group** (in person as Covid-19 restrictions permit)
  - **Meeting regularly with key project stakeholders** (in person as Covid-19 restrictions permit)
  - **Providing monthly reporting to the Program Manager** and general advice as required
  - **Assisting delivery of Ignite Norfolk Island 2020** (including, but not limited to event planning and supporting participants at the event)

Please note, community engagement is a key component of the role and it is imperative the successful applicant is prepared to communicate across the island and project stakeholders to promote the program, develop and enhance linkages and to identify opportunities as they arise.