

COMMUNITY MANAGER ROLE



ROLE / RESPONSIBILITIES

Two main elements:

1 - To act as point of liaison and response between events and local residents during planning, live event days and post-event

- Attend planning meetings

- Contact and liaise with local residents groups and businesses

- Maintain the community website - ensuring information, plans and decisions are communicated

- Develop and implement plans for complaint logging during live event

- Ensure timely response to complaints

- Attend any incidents external to the event site and co-ordinate the event's response

2 - To identify and manage initiatives and programmes that serve the local community

- Manage ticket ballot scheme

- Manage resident permit scheme

- Liaison point for local residents seeking opportunities to work at or with the events

- Recruit organisations such as Triple P & Livity to provide programmes within local area

- Manage charitable activities around the events

Community Hub Website: <https://gpresidents-eventshub.com/>

Dedicated email address: gp-residents@mamaco.com

Between 1 - 19th July (08:00 - 18:00hrs) Resident Line is in operation