

Position Description

Position details:	
Title: Project Officer	Reports to: Toby Ekman Section Head – Carbon Projects
Business Unit: Carbon Projects Team	Number of direct reports: 0
Location: Flexible. Preferred NSW - regional	Job Classification: B1 – Project Officer
About Climate Friendly	<p>Acting to combat climate change is one of the world's most pressing challenges. Climate Friendly was founded in 2003 as a profit-for-purpose business. Our growing team is passionate about active land management, and we are focused on finding economically viable solutions to maximise our impact on climate change. We have a proven track record, having reached over 20Mt in carbon abatement by the end of 2020. We are scaling up to reduce emissions by 100Mt by 2025, helping to build a sustainable land sector as a part of a net zero carbon economy by 2050.</p> <p>As one of Australia's largest and most experienced carbon farming project developers, Climate Friendly helps land owners and land managers to unlock economic, social and environmental value through improved management of Australia's land. This includes more than 100 partnerships with farmers, plantation managers, agribusiness, and Indigenous groups on carbon farming projects.</p>
Primary purpose of this position:	<p>Work in a small team to drive project management & client engagement outcomes for existing carbon farming projects. Primary aspects of the role incorporate:</p> <ul style="list-style-type: none"> Managing a personal portfolio of carbon farming projects and clients; Administrative tasks relating to carbon projects (client liaison, data collection, reporting etc.); Undertaking regular fieldwork, primarily in the mulgalands regions of QLD & NSW; Assessing on-ground condition of carbon projects, and developing farm management plans/permanence plans etc. <p>Position would suit someone with:</p> <ul style="list-style-type: none"> excellent communication skills; experience in remote work and ability to travel; common sense, pragmatism, and self-motivation; understanding of farming systems in the rangelands; experience in dealing with rural clients would be advantageous.
About the Carbon Projects Team	<p>The team is responsible for project management across Climate Friendly's business, with primary tasks including:</p> <ul style="list-style-type: none"> Maintaining excellent working relationships with clients. Working closely with the audit and compliance team to ensure audits are well prepared for, proceed smoothly and successfully, and are completed with minimal RFIs/CARs. Working with stakeholders to identify risks to projects, and reduce and mitigate any impacts on abatement levels. Requesting and delivering documentation critical to the development and implementation of projects, including but not limited to: services agreements, sales agreements, Quarterly Monitoring Reports, Proponent Declarations, Statutory Declarations, Farm Management Plans, and project variations.

Key outcomes/ accountabilities:	<p>Include but are not limited to:</p> <ul style="list-style-type: none"> • Plan & undertake obligated fieldwork for project management and client engagement. • Maintain good working relationships with a variety of stakeholders, including clients, industry regulators, government departments, Aboriginal Corporations, and other third party organisations. • Ensure all key documents and correspondence are delivered to clients and returned in a timely manner. • Maintain good working relationships with Climate Friendly business units to ensure all operations run smoothly and efficiently. • Delegating, executing, and tracking tasks through the CRM. • Ensure risks are identified, assessed, and mitigated, with minimal impacts to the project.
Selection Criteria - Knowledge Skills & Experience:	<p>Ideal candidate skills and knowledge are listed below:</p> <ul style="list-style-type: none"> • Qualifications/lived experience in fields related to Agriculture or Natural Resources/Environmental Science. • Capacity to travel for fieldwork, and experience working/travelling in isolated areas. • Excellent interpersonal and communication skills, particularly in relation to rural clients. • Exposure to Mapping Systems like QGIS and/or willingness and capacity to quickly upskill in this space. • Exposure to Customer Relationship Management Databases and/or willingness and capacity to quickly upskill in this space. • Understanding of the Agricultural sector and the rural community. • Ability to self-motivate and work independently, as well as collaboratively when necessary. • Interest in/previous experience with Emissions Reduction Fund/Carbon Farming. <p>Climate Friendly encourages people from different backgrounds to apply, including Aboriginal and Torres Strait Islander people, people from different cultural backgrounds and people with disabilities.</p>

To apply for the position please submit your CV and a short cover letter addressing the selection criteria to correspondence@climatefriendly.com by **14 March 2021**.