



Job Description. Project Manager - Climate Smart.

JOB PURPOSE

Deliver Climate Smart across vet clinics in Australia.

RESPONSIBILITIES

- **Project Management.** Take responsibility for the success of the entire project - from high level strategic vision to details such as tracking outcomes, budgeting and managing partners. This role requires both leadership and hands-on work.
- **Fundraising and Sales.** Monetise the program through participant fees and corporate sponsorship. Develop relationships and negotiate sponsorship agreements with corporate partners. This includes understanding and creating value for partners, contract negotiations and meeting deliverables.
- **Strategy.** Work with the Campaigns & Communications Director to create strategic plans that make sustainability and climate change a dominant issue within the veterinary profession.
- **Volunteer Engagement.** Facilitate meetings, develop relationships and coordinate the group of volunteers who have got the project to where it is today.
- **Course Content Creation and Delivery.** Work with the volunteers to develop course content, such as worksheets, social media templates or videos. Facilitate online workshops to deliver the contents of the course. (The program is based upon the concept of teaching, training and empowering cohorts of 15-20 individuals in an online workshop format.)
- **Marketing.** Successfully promote the value of Climate Smart through various channels to build a pipeline of enthusiastic participants.
- **Network development.** Develop networks and partnerships across the veterinary and animal care industry, ranging from the Vet Nurses Council to the RSPCA to pet food manufacturers.
- **Donor engagement.** Build and steward strong relationships with the individual donors who are investing in this project and ensure their ongoing engagement.

CORE COMPETENCIES

1. **Project Management.** You are an excellent Project Manager with experience delivering projects from inception to completion. You are adept at creating an overall strategy, setting timelines, meeting key deliverables, managing budgets and inspiring those you work with along the way. Ultimately, you get results.
2. **Communication.** You are a strong written and verbal communicator with the proven ability to resonate with people from a wide array of backgrounds. You will be comfortable delivering a training course. You understand the power of digital communication.
3. **Meeting facilitation.** You have experience in meeting facilitation and are skilled in building relationships in an online workshop format.
4. **Marketing, fundraising and / or sales.** You have experience in and a deep appreciation for fundraising. You have a proven ability to sell a product and / or help an organisation grow financially.
5. **Corporate engagement.** You have the ability to identify corporate sponsorship opportunities, create frameworks for engagement and ultimately monetise their participation.
6. **Resourcefulness.** You welcome the opportunity and challenge of working in a small organisation with limited resources. You're excited to work for a volunteer driven organisation which deeply values their input and time.
7. **Collaboration.** You are excellent at collaborating with a wide range of stakeholders and are able to work well in a small team. You have a passion for creating alliances and forming relationships to achieve project outcomes.
8. **Passion.** You are passionate about animals, sustainability and action on climate change.

It would be great if you also have experience in:

- Delivering training courses and / or in education.
- Climate change and / or sustainability.
- Campaigning, advocacy and / or lobbying.
- Veterinary, vet nurse and / or animal care.

We realise this is a unique and varied role. As such, we welcome applicants from a wide variety of backgrounds. If you have strengths in some areas, but need developing in others, you will be supported by a CEO and volunteer team with knowledge of sustainability in the modern veterinary hospital, a Campaigns & Communications Director with a high level of experience in climate campaigning, and a talented and motivated Board of Directors.

WORKING RELATIONSHIPS

- Works in a small team of three; the CEO, the Campaigns & Communications Director and yourself.
- Reports to the CEO.

- Works very closely with volunteers.
- Takes on feedback and input from the Board.

SALARY

\$75,000 - \$95,000 dependent on experience. 9.5% superannuation.

LOCATION

Remote working from anywhere in Australia.

WORKING DAYS AND HOURS

This is currently a two year contract with possibility of extension depending on funding.

Our preference is for someone who can work 5 full days per week, but we'd be willing to accept anywhere from 1FTE to 0.6FTE. Working days are typically Monday - Friday with occasional weekend work once every few months. It's highly likely this role will require evening meetings at least two nights per week.

As our organisation is volunteer driven, we ask for flexibility from our staff members, as mostly the time that volunteers can meet is in the evenings. We also value flexibility in our work and offer TOIL for hours worked outside of 9 - 5.30pm.