**POSITION DESCRIPTION**

| **POSITION TITLE** | Engagement Officer |
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| **DATE** | 20th July, 2021 |
| **TYPE OF EMPLOYMENT** | FULL-TIME ☒ PART-TIME ☒ CASUAL ☐ |
| **AWARD** | Miscellaneous Award |
| **LOCATION** | Indigo Power’s office at the Old Beechworth Gaol, in Beechworth. |
| **REPORTS TO** | Managing Director |
| **POSITION OVERVIEW** | The Engagement Officer provides opportunities for Indigo Power to establish long-term meaningful relationships with organisations and the community that assists in achieving sales growth and long-term sustainability outcomes for all stakeholders.. |
| **KEY RESPONSIBILITIES:** | The Engagement Officer is responsible for:   * Establishing effective relationships with local organisations. * Providing support for local organisations. * Engagement activities that support project delivery. * Fundraising. * Coordinating not-for-profit community renewable energy groups. * Delivering engagement activities. * Stakeholder engagement. |
| **General Duties** | * Identify key stakeholders e.g., community groups, organisations. * Provide assistance to establish local organisations able to take action to increase renewable energy consumption in their communities. * Develop, initiate, coordinate and monitor the Indigo Power Engagement Plan. * Develop, coordinate and initiate actions to develop new business opportunities. * Work with community stakeholders to provide access to resources, expertise and project delivery capacity to assist in increasing renewable energy consumption. * Organise events to engage or work with interested stakeholders to increase renewable energy consumption within communities. * Responsible for engagement related components of project delivery, working with current partner organisations and clients to ensure project outcomes are reached. * Initiate, organise and facilitate fundraising, promotions and other appropriate events to enable projects to be funded. * Coordination of approved networks of community renewable energy organisations to collaborate, share information, access resources and advocate for renewable energy initiatives. * Communicate Indigo Power initiatives to necessary stakeholders. * Plan and deliver educational programs, sessions and information stalls to build awareness of the benefits of renewable energy and how to access these. * Ensure all events, programs and sessions comply with Indigo Power’s Work Health and Safety requirements. * Through the above activities, develop leads that may convert to sales. * Work with the Marketing Officer to develop high quality resources. * Provide status reports and statistics as required. |
| **Specialist Skills** | * High level computer literacy (Google suite). * Experience with CRM or similar database environment. * Good literacy and numeracy skills. * Excellent verbal and written communication skills. * Driver’s licence required. * Excellent relationship management . |
| **Workplace Health and Safety** | * Ensure all activities meet WHS requirements. * Wear protective clothing (PPE) as instructed. * Ensure all WHS processes are followed and all accidents, hazards or risks are reported in a timely manner. * Actively involved in any safety initiatives. |
| **Quality Control** | * Accountable for the quality of own work. * No complaints from stakeholders. * Ensure all activities are effective, efficient and timely. |
| **Teamwork and Training** | * Ability to work effectively as part of a team. * Actively involved in team activities. |
| **Authority** | Nil |
| **Other Requirements** | * Responsible for completion of own tasks. * Represent Indigo Power in a professional and knowledgeable manner and set a positive example for other employees. * Ability to work from home. |
| **QUALIFICATIONS/ EXPERIENCE** | * At least three years’ experience in a similar role. * Experience in stakeholder and community engagement. * Self-starter with drive and determination to perform the role to the best of their ability. * Strong fundraising track record. |
| **PHYSICAL REQUIREMENTS** | * Able to stand for extended periods of time. * Able to lift moderate weights. * Able to walk moderate distances over uneven ground. * Able to drive for extended periods of time. * Able to unaided: Bend, kneel, twist, push, pull, stand, sit. |
| **PERSONAL ATTRIBUTES** | * Excellent interpersonal skills. * Able to work as part of a team in a professional and harmonious manner at all times. * Appropriate personal presentation at all times. * Timely, punctual and well-organised. * Accountable. |
| **PERFORMANCE GOALS** | * Positive feedback from stakeholders. * Accurate and timely reporting. * Positive feedback from the Indigo Power team in relation to support from this role. * Consistent high quality of work. * Effective fundraising. * High engagement from key stakeholders. * Effective coordination of stakeholder networks |
| **REVIEW DATE** |  |