**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.
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| **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.
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| **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 .
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| **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.
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| **Quality Control** | * Accountable for the quality of own work.
* No complaints from stakeholders.
* Ensure all activities are effective, efficient and timely.
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| **Teamwork and Training** | * Ability to work effectively as part of a team.
* Actively involved in team activities.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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
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| **REVIEW DATE** |  |