

## Single-use Plastic Business Engagement Coordinator Position Description

<b>Version:</b> 1.0	<b>Position Title:</b> Business Engagement Coordinator	<b>Position Reports To:</b> Executive Officer
<b>Position Type:</b> Part-time or Full-time	<b>Salary Range:</b> \$65,000 to \$75,000 pro-rata plus superannuation	<b>Term:</b> Fixed term, commencing as 15 August 2022 to 16 December 2022
<b>Date:</b> 26 July 2022	<b>Location:</b> Greater Geelong	<b>Authorised:</b> Executive Officer

### Organisational Context

Geelong Sustainability (GS) is a not-for-profit incorporated community association established in 2007. Our volunteer-led, independent and apolitical organisation is also a Registered Environmental Organisation (REO) and charity with DGR status. We have a growing collaborative network across the community, government, business sectors as well as with other NGOs. Over the last decade, our reputation has grown considerably built upon the consistent delivery of strong project outcomes; effective community engagement; well-coordinated, professional events and evidence-based articulate advocacy.

In 2020, Geelong Sustainability released a new Strategy 2025, which acknowledged we're in a global climate emergency and that the next decade is crucial. We know that a fast and fair transition will deliver economic opportunities and ecological benefits for Geelong and its people. We want to empower the bold transformative action required to become a zero carbon city region. We have restructured our operations under four pillars aligned to four of the United Nations' Sustainable Development Goals: 1) Climate Action, 2) Renewable Energy, 3) Circular Economy and 4) Sustainable Cities and Communities.

#### Single-use Plastic Ban Business Engagement

Geelong Sustainability will be delivering a business engagement program for small to medium enterprises (SMEs) to increase awareness and prepare impacted businesses for the Single-use plastics (SUPs) ban. The program provides information to SME food serving businesses (e.g., restaurants, cafes, bars, takeaway food shops) on the SUP ban, recommended alternatives and how to reduce single use items through waste avoidance and reuse.

From 1 February 2023 the following single-use plastics (SUPs) items will be banned from sale or supply in Victoria:

- Drinking straws
- Cutlery including knives, forks, spoons, chopsticks, splades, food picks and sporks
- Plates
- Drink stirrers and sticks
- Cotton bud sticks
- Expanded polystyrene food and drink service containers including plates, cups, bowls, clam shells and any cover or lid

The ban will include plastic items made from conventional, degradable, and compostable materials, including bioplastics.

### The Position

We are seeking a full-time (1 FTE) or part-time (0.4 to 0.6 FTE flexible) business engagement coordinator with the skills and capability to lead the business engagement for the single-use plastics (SUP) ban. The successful candidate will be primarily responsible for delivering face-to-face engagement with small to medium enterprise

(SME) food serving businesses across the Barwon South West, and working with key stakeholders to ensure a successful awareness campaign.

### **Key Accountabilities**

- Support the Executive Officer and Executive Assistant to successfully deliver the Single-use Plastics Ban Business Engagement program.
- Sole responsibility for undertaking face-to-face engagement of SMEs across the Barwon South West region to inform them of the upcoming SUP ban and provide education around plastic-free alternatives.
- Collect data and conduct surveys with SMEs to understand current product and packaging use, interest in re-use models, barriers/motivations and any further support required.
- Accurate record keeping and use of Client Relationship Management (CRM) software to provide evidence of businesses engaged and targeted milestones.
- Meet with and report on a regular basis to the project control group, executive team and project funders.
- Develop and maintain constructive relationships with stakeholders including businesses, local councils, state government, chambers of commerce, community groups.
- Support program communications and marketing activities by providing information for workshops and events, media releases, webpages, newsletters and project information, event publicity etc.
- Provide project completion reporting suitable for key stakeholders and project grant acquittal purposes.

### **Other Accountabilities:**

- Meet with and report on a regular basis to the Executive Officer.
- Work with relevant stakeholders to ensure project delivery is within approved guidelines.
- Actively contribute ideas and work collaboratively with the project team.
- Support Geelong Sustainability's vision and strategy in all communications
- Any other duties as deemed appropriate by the Executive Officer.

### **Key Selection Criteria**

- Prior experience in business or community engagement and/or relevant work experience in customer service or sales.
- Knowledge and interest in sustainability, particularly circular economy practices and reducing single-use plastic waste.
- Demonstrated experience in liaising with internal and external stakeholders, businesses and clients, and providing exceptional customer service.
- Experience engaging a broad range of stakeholders in an outgoing yet professional manner to quickly build rapport and develop relationships.
- Willingness to travel for work and spend a majority of time out of the office engaging with businesses.
- Demonstrated experience working independently at the direction of Management, delivering work to the required standard and timeframes and showing initiative and a proactive approach to task prioritisation, execution and problem solving.
- Experience in using software systems to document customer details and other relevant information, and experience in the preparation of reports for stakeholders, management and funding acquittals.
- Demonstrated commitment to the values of Geelong Sustainability.

### **Essential skills and competencies**

- Excellent communication skills (written, digital and verbal) for engaging with a variety of audiences (general public, key stakeholders and staff and management).
- Ability to deal with pressure and work to demanding deadlines, including juggling competing priorities effectively.
- Excellent interpersonal skills including the ability to develop relationships, working collaboratively and inclusively with a range of stakeholders at varying levels.
- High level of digital literacy including MS Office, PowerPoint and Data Management systems.
- Ability to effectively plan, monitor and execute projects using a systemised approach and relevant tracking tools (e.g. Excel, Microsoft Project etc.)
- Ability to work collaboratively as part of a distributed team.

- Knowledge of and commitment to the principles of sustainability.
- Willingness to work and attend meetings outside of normal office hours and outside the Geelong region.
- A current Victorian driver's licence and the use of a car.
- Eligibility to work in Australia.

## Other Information

### Position Details

- A salary will be offered in the range of \$65,000 - \$75,000 pro-rata plus statutory superannuation.
- The position is flexible to be either full-time (1 FTE) or part-time (0.4 to 0.6 FTE) role share for the right candidate(s).
- The position is fixed term, commencing 15th August 2022 to 16 December 2022, and subject to satisfactory performance review.
- Geelong Sustainability supports flexible employment arrangements that meet the requirements of the right candidate.
- Appointment is subject to a satisfactory Reference and Police Checks.
- As Geelong Sustainability does not have a dedicated office space, the successful candidate would be required to work from home, on location, or occasionally from a co-working space in North Geelong.

### How To Apply

- Applications should provide a cover letter addressing the key selection criteria in addition to your resume.
- Email applications to Geelong Sustainability Executive Officer, Dan Cowdell at: [dan@geelongsustainability.org.au](mailto:dan@geelongsustainability.org.au)
- Applications must be received by 9am, Monday 8th August for consideration.
- To talk further about the position, please call Dan Cowdell, 0428 944 929.

### Selection Process

It is anticipated that the following schedule will be followed in regard to the recruitment process:

- |                                       |                    |
|---------------------------------------|--------------------|
| ● Position advertised                 | 28 July 2022       |
| ● Applications close                  | 9am, 8 August 2022 |
| ● Advise of interviews                | 10 August 2022     |
| ● Appointment of successful applicant | 15 August 2022     |

Applicants should note the above mentioned key dates, and make provision for attending an interview if requested.