

Position Description

Electric Homes Program Coordinator

Location:	Geelong (Wadawurrung Country)
Salary:	\$71,128 - \$76,272 pro rata plus 11% superannuation
Employment type:	12 month fixed term, part-time (0.6 FTE) flexible
Reporting to:	Chief Executive Officer
Date approved:	19 December 2023

[Geelong Sustainability](#) is a not-for-profit community association and registered charity. Our vision is for people and our planet to thrive within sustainable limits. We exist to support our community to act on climate change and be more sustainable in their everyday lives.

We proudly deliver campaigns, events, projects and services that create local solutions to global problems across Geelong and the Barwon South West region. Our initiatives support, educate and activate residents and businesses to take action on climate change.

Electric Homes Program

Geelong Sustainability launched the community program in 2023 to help households and communities across the Barwon region transition away from gas to all-electric homes, powered by solar and battery storage. A community purchase program at scale offers installations (and upgrades) of solar systems, battery storage, hot water heat pumps, split system air conditioning and EV charging. The objective of the program is to support the region to 'Electrify'; to fast track the uptake of renewable energy and achieve net zero emissions.

With the impacts of climate change increasing, and energy prices and costs of living continuing to rise, Geelong Sustainability is providing a simple, trusted pathway for households to make the switch. The program provides residents with the information, products and quality suppliers to help them realise the benefits; saving on bills, improving health and helping the environment, while supporting the community.

Building on the success of the 2023 [Electric Homes Program](#), Geelong Sustainability is expanding the program throughout 2024 to offer a stronger focus on energy efficiency with the incorporation of new information sessions and a pathway for participants to have a home audit with option to proceed to install a range of thermal and water efficiency upgrades.

Working with us

Working with Geelong Sustainability you'll be a key part of initiatives that support local climate action. You'll be making a difference by empowering our community to switch away from fossil fuels and working on local solutions that have a global impact.

We are looking for passionate, positive and proactive people to join our team who share our [Vision, Mission and Values](#). We genuinely care about our people and our employees have access to flexible working arrangements, professional development and career advancement opportunities.

Geelong Sustainability is committed to ensuring that our team is reflective of the diverse community of Geelong, and we value a culture of equity and inclusion. We encourage people of all abilities, culture, religion, sexuality and gender to apply to work with us.

The Position

We are seeking a part-time experienced Program Coordinator with the skills and capability to lead the coordination and delivery of Geelong Sustainability's Electric Homes Program. The role will be responsible for delivering all aspects of the program which entails professional project planning and coordination, event

management, supporting communications and marketing, volunteer coordination, and working with key stakeholders to ensure the intended project outcomes are achieved.

Key Accountabilities

- Lead the planning and coordination of the Electric Homes Program
- Work collaboratively with the Geelong Sustainability Executive team and other key stakeholders to deliver an exemplary, professional program, events and activities.
- Liaise with Geelong Sustainability Communications and Marketing staff to develop marketing and communications plans and ensure activities reach the intended audiences.
- Responsibility for engaging with a diverse range of stakeholders including prospective project funders, community partners, delivery partners, venue owners, volunteers, subject matter experts, guest speakers and event sponsors.
- Develop and maintain existing stakeholder relationships.
- Organise and run regular project control group meetings with delivery partners to ensure projects achieve intended outcomes.
- Plan project budgets and maintain oversight of expenditure to deliver projects within agreed budgets.
- Facilitate debrief and retrospective meeting with key stakeholders.
- 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 Chief Executive Officer
- Work with relevant stakeholders to ensure content is aligned and approved
- Actively contribute ideas and work collaboratively
- Support Geelong Sustainability's vision, values and strategy in all communications
- Any other duties as deemed appropriate by the Chief Executive Officer

Essential skills and competencies

- Excellent communication skills (written, digital and verbal) for engaging with a variety of audiences
- Ability to deal with pressure and work to demanding deadlines, including juggling multiple projects and competing priorities effectively
- Excellent interpersonal skills including the ability to develop relationships, working collaboratively and inclusively with a range of stakeholders at varying levels including individuals, teams and public and private sector organisations
- High level of digital literacy including Google Workspace, MS Office, Data Management and Content Management systems, etc.
- Ability to effectively plan, monitor and execute projects using a systemised approach and relevant tracking tools (e.g. Excel, Microsoft Project etc.)
- Knowledge of and commitment to the principles of sustainability
- Willingness to work and attend meetings outside of normal office hours
- A current Victorian driver's licence and the use of a car
- Eligibility to work in Australia

Other Information

How To Apply

- Applications should provide a cover letter addressing the key selection criteria in addition to your resume.
- Email applications to Geelong Sustainability CEO, Dan Cowdell at: info@geelongsustainability.org.au

- Applications must be received by 11:59pm, Sunday 4 February for consideration.
- To talk further about the position, please call Emilie Flynn on 1300 133 702.

Selection Process

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

- Position advertised 5 January 2024
- Applications close 4 February 2024
- Advise of interviews 9 February 2024
- Undertake interviews Week commencing 12 February 2024
- Appointment of successful applicant 4 March or soon thereafter

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

Employment Terms

- Appointment is subject to a satisfactory Reference and Police Checks.
- The position is subject to a satisfactory performance review after six months and subject to continued funding of the organisation.
- The position offered as a fixed term part time employment contract.
- The successful candidate will be required to regularly work from home and also attend a co-working space within the Geelong region.