



ICIN Indigenous
Carbon
Industry
Network

ABN: 70 649 580 423
10 Pavonia Place NIGHTCLIFF NT 0810
p. 0417 989 577
e. ceo@icin.org.au

Position Vacant

Position: Operations Manager

Full-time (38 hours a week)

Location: Darwin (flexible)

The Indigenous Carbon Industry Network is seeking a talented Operations Manager to support day-to-day operations of the network, including implementing company policies, overseeing company procedures and supporting the CEO and Board of Directors.

You will be a highly organised, experienced manager who is comfortable working in a dynamic environment, is committed to sustaining a positive workplace culture, has excellent communication skills, experience working within an Indigenous organisation, and enjoys problem solving and supporting good systems management.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply

Key Responsibilities

The Operations Manager will play a key role in supporting the capacity and sustainable growth of the network to enable it to deliver on its strategic objectives.

Duties

The key duties of the Operations Manager include:

1. Oversee the implementation of ICIN policies, procedures and systems and design and implement new policies, procedures and systems as required.
2. Manage reporting, budgeting, acquittal, and tracking of key projects, including the First Nations Carbon Farming Outreach project.
3. Support the CEO to manage human resources activities, including recruitment, induction, and probation and performance reviews.
4. Oversee delivery of professional training and development for staff and directors, including core competencies.
5. Support the delivery of and participation in national events as required.
6. Manage the ICIN office space.
7. Provide secretariat and governance support to the ICIN CEO and Board of Directors as required.
8. Work within ICIN systems, including Sharepoint, Xero, Excel and human resources management systems to provide administrative support to the CEO with assistance from the ICIN bookkeeper and accountant.
9. Other tasks as directed by the CEO from time to time.



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Selection Criteria

Essential

1. Demonstrated expertise and experience in systems management and systems improvement.
2. Excellent budget, financial management and project management skills.
3. Excellent leadership skills and the ability to provide direction within a small team.
4. Excellent communication skills (listening, verbal and written communication).
5. Demonstrated ability to take initiative and work independently in a dynamic setting.
6. Strong commitment to the charitable values and purpose of the Indigenous Carbon Industry Network.
7. Demonstrated good cultural competency and experience working with Aboriginal and Torres Strait Islander people.

Desirable

1. Interest in the Indigenous carbon industry.
2. Experience in human resource management.
3. Experience in supporting organisational growth.
4. Experience working for a small organisation.

You will join a small, dedicated team working across Australia to support services to our members, including over 35 Indigenous organisations that own or directly produce carbon credits, as well as to provide information and updates to Indigenous organisations across Australia with an interest in the carbon industry.

You will be supported to work either from home or our office in Darwin, with provision of a laptop computer and phone.

Some interstate travel will be required. A national policy check is required for this position.

Remuneration: Your salary shall be based pro-rata on a full-time equivalent annual salary of \$100,000 - \$120,000 depending on your level of experience.

Superannuation is 12% or in accordance with the National Employment Standards.

Annual leave is 6 weeks per annum. An attractive salary package is available. This position reports to the CEO, ICIN.

To Apply

To apply, please send a copy of your CV and a cover letter addressing the Selection Criteria to recruitment@icin.org.au. Enquiries can be directed to the CEO, Anna Boustead at 0417 989 577.



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Who we are

The Indigenous Carbon Industry Network (**ICIN**) is the peak industry body representing Indigenous owned and operated carbon projects across Australia. Our members are 35 Indigenous-owned organisations that operate across north Australia to develop and deliver carbon projects, mainly through savanna fire management, but also inclusive of any carbon method. 23 Full members of the network include Indigenous carbon project proponents, such as Aboriginal Corporations and Native Title PBCs; and producers of Indigenous carbon credits, such as Indigenous ranger groups. 12 Associate members include other Indigenous organisations with an interest in carbon.

Our members are currently collectively producing around 1.2 million carbon credits each year through 40 Indigenous-owned savanna carbon farming projects and have established an industry employing hundreds of people in remote Australia. The Indigenous carbon industry is generating around \$60 million worth of Australian Carbon Credit Units (ACCUs) annually across northern Australia through the Emissions Reduction Fund (ERF), compliance and voluntary markets. The network is united by our Mission, Purpose, Objectives and Core Values which are captured in the ICIN Ltd Constitution (2022).

Since its establishment in 2018, the ICIN has rapidly grown in both membership and services. ICIN Ltd was registered as a charitable company in September 2021. ICIN seeks to meet the high expectations of its members and supporters and delivery on its Strategic goals to increase Indigenous engagement across Australia into what is now a highly competitive and fast-paced corporate carbon market governed by rapidly evolving government policies.

The network is currently supported by a seven person Aboriginal Board of Directors as well as a CEO, Communications Manager, Communications Officer, Project Officer and Policy Officer, with recruitment underway for an Operations Manager.

Our Mission is to promote and facilitate an active, innovative and Indigenous-led carbon industry supporting healthy country and better livelihoods for Indigenous people.

We are:

- Accessible and Member-driven: We work together to support each other and strive to enable decision-making that reflects the aspirations of members.
- Indigenous-led and Empowering: We support more Indigenous voices to be heard and seek to maximise benefits brought by the carbon industry to Indigenous communities.
- Respectful: We acknowledge that we all come from different places, yet we seek common ground where we find it. We respect local cultural protocols and are mindful that our industry is grounded in thousands of years of traditional knowledge and practice.
- Transparent and Accountable; We are a trusted independent voice for the Indigenous carbon industry.



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What we do

Our purpose is to enable and empower Indigenous carbon producers and Traditional Owners of carbon projects to benefit from carbon markets through their land and sea management practices by supporting an active network of Indigenous carbon businesses and supporting agencies.

The company aims to achieve the purpose(s) by:

1. Enabling and empowering Indigenous people to benefit from Australian carbon markets;
2. Working towards an Indigenous-led carbon industry supporting the advancements and aspirations of Indigenous people across Australia through:
 - Promoting Indigenous leadership and empowering Indigenous voices to be represented and Indigenous knowledges, practices and perspectives are represented in the Australian carbon industry;
 - Advocating for an Australian carbon industry that is accessible to Indigenous people, protects and strengthens Indigenous rights, delivers benefits to Indigenous communities and supports healthy country outcomes;
 - Ensuring the interests of the Indigenous carbon industry are represented in public decision-making processes;
 - Promoting best practice standards for Indigenous engagement in the Australian carbon industry, enabling fair business agreements and Indigenous empowerment;
 - Building, promoting and strengthening the reputation of Indigenous carbon credits in Australia and internationally;
3. Supporting an active network of Indigenous carbon businesses, organisations and groups engaged in the Australian carbon industry through:
 - Building the capacity of Indigenous people to engage in the Australian carbon industry;
 - Supporting the growth of Indigenous Producers and Indigenous Proponents benefiting from the Australian carbon industry;
 - Disseminating information, research, policy and market updates and news about and for the Indigenous carbon industry.