

## POSITION DESCRIPTION

<b>Title:</b>	<b>Administration Officer</b>
<b>Reports to:</b>	Executive Officer
<b>Time Fraction</b>	Part time for 3 days a week to 30 June 2022
<b>Salary:</b>	\$60,000 FTE. 3 days, 60% of FTE, is \$36,000 per annum plus 10% superannuation
<b>Hours:</b>	22.5 hours per week on Wednesday, Thursday and Friday (60% of FTE 37.5 hours). Flexibility can be negotiated. Flexible working hours will be necessary to accommodate working with other community energy groups across the region.
<b>Work Location:</b>	A location of your choice but you must attend meetings, as requested, including face to face team meetings in Healesville and meetings with other community energy groups across the Greater Yarra Valley and Ranges area. Travel expenses will be reimbursed.

## ROLE OUTLINE

Healesville Community Renewable Energy Inc (Healesville CoRE) is a small, grass roots, not for profit voluntary community group that aspires to transition Healesville to Net Zero carbon for the provision of electricity by 2027.

Healesville CoRE has been successful in obtaining grant funding from the Victorian Government, through Sustainability Victoria, to be the Lead Organization in establishing the Yarra Valley Community Power Hub (YV-CPHub). The CPHub will be hosted by Healesville CoRE and will be run by a small administration team. The team will work collaboratively internally, and also externally, with 8 voluntary community energy groups spread throughout the Greater Yarra Valley and Ranges area, with 5 Local Government Authorities, with our professional and technical consultancy partner, Komo Energy, and with various other stakeholders.

The YV-CPHub will establish a Steering Group consisting of one representative from each community energy group across the region and the Steering Group will be the strategic decision-making body of the CPHub. The administration team will action the decisions of the Steering Group and will be responsible for coordinating stakeholders across the Greater Yarra Valley and Ranges area to develop and deliver community energy projects to support the State's transition to renewable energy.

The Program is for 12 months only and the objectives are to:

- Reduce greenhouse gas emissions.
- Increase installed renewable energy capacity
- Increase community support for renewable energy and other clean energy initiatives.
- Reduce energy costs for households, small businesses, and community services.

The YV-CPHub requires an Administration Officer to support and assist in delivering the above objectives. You will be responsible to the Executive Officer and you will work as part of a small

team consisting of the Executive Officer, the Secretariat, the Marketing & Communications Officer and the Administration Officer.

The successful candidate will be a highly skilled and experienced Administration Officer, who can work collaboratively as a team member, who has a strong commitment to community values, environmental values and to the Climate Emergency, who can demonstrate exceptional organizational and time management skills to complete all tasks in a timely manner. We are seeking a self-starter, who is self-directed, works fast and efficiently and who is acutely focused on doing what is necessary in a small team to ensure the organizational objectives are met.

### **RESPONSIBILITIES AND DUTIES**

- Providing administration support to the Executive Officer, the Secretariat and the Marketing and Communications Officer, as required
- Supporting community energy groups in learning how to organize and control their administration requirements - as requested
- Answering incoming calls, taking messages and redirecting calls as required
- Dealing with email enquiries including written responses, forwarding & filing
- Writing agendas and taking minutes for the Executive Officer
- Diary management and arranging appointments, booking meetings, meeting rooms and conference facilities for community meetings
- Organizing both internal and external events, including using CiviCRM database software, attending some community meetings on evenings and weekends
- Effectively and efficiently administering the inhouse integrated online administration system using Google WorkSpace and Google Apps, WordPress CMS and CiviCRM integrated data base, after an appropriate learning period.
- Data entry using Excel spreadsheets, Word docs and CiviCRM database and keeping the data base accurate and up to date
- Liaising with external IT support as required
- Liaising with the Secretariat and the Healesville CoRE Treasurer to prepare expense reports and office budgets and other financial and administrative reports
- Managing office supplies and ordering new supplies as needed
- Systematically filing and accessing important CPHub documents using the Google Shared Drive
- Update organizational policies as needed

### **KEY ATTRIBUTES AND SKILLS**

#### **Qualifications:**

Minimum, completion of Year 12 or equivalent. Tertiary education preferred. Additional qualifications in office administration an advantage

The Administration Officer will have:

- Proven work experience as an Administrative Officer or Administrator or similar role with at least 5 years' experience, 10 years or more an advantage
- Sound knowledge of office procedures
- Strong organizational skills with a problem solving, can-do attitude
- Excellent written and verbal communication skills
- Attention to detail
- Excellent communication and interpersonal skills including a mature and professional approach to managing all stakeholders
- Excellent presentation skills and confident and attentive to all stakeholders
- Strong computer skills, including the ability to use MS suite including MS Word, Outlook, Excel, Powerpoint, email and internet with strong data base management skills. Proficiency with Google Workspace, WordPress, CiviCRM an advantage.
- Excellent attention to detail, and ability to feedback issues to management in a professional manner
- Ability to organize and prioritise tasks, problem solve, and ask questions and seek help when needing clarification or other assistance
- Dedicated, committed, hardworking team member
- Understanding of the importance of community engagement and community renewable energy an advantage.

#### **HOW TO APPLY**

- Please email your resume along with a covering letter addressing the key selection criteria, your experience and how it relates to the role. Provide 3 references.
- A police check will be required for the successful candidate.
- For further information please contact Jeff Barlow by email to: [president@healesvillecore.org.au](mailto:president@healesvillecore.org.au)

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