

POSITION DESCRIPTION

Title:	Secretariat
Reports to:	Executive Officer
Time Fraction	Part time for 1 day a week for to 30 June 2022
Salary:	\$90,000 to \$120,000 FTE. 1 day, 20% of FTE, is \$24,000 per annum based on \$120,000, plus 10% superannuation. The higher range will apply to applicants with professional legal and/or accountancy and/or compliance qualifications and the lower range for non-professionals without those qualifications but with relevant governance and compliance experience in the community sector.
Hours:	7.5 hours per week (20% of FTE 37.5 hours). Flexible working hours (negotiable) will be necessary to accommodate working with other community energy groups across the region and this will include some evenings and weekend days.
Work Location:	A location of your choice but you must attend online and face to face 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 to 30 June 2022 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 a **Secretariat** 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 in fulfilling Secretariat functions, who can work collaboratively as a team member, is proactive, 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, accountability, reporting and compliance objectives are met.

RESPONSIBILITIES AND DUTIES

This project role will help support the YV-CPHub, through the Steering Group, the Executive Officer and the Secretariat, to promote a range of YV-CPHub projects and their successes.

The Secretariat will work closely with the administration team and the community climate action and renewable energy groups and other stakeholders, including Councils, to ensure appropriate governance, accountability, compliance and financial reporting to the YV-CPHub, to Healesville CoRE and to Sustainability Victoria.

Providing educational support in financial management, Governance and reporting to the 8 community energy groups who are participants in the YV-CPHub is an essential part of this role, so familiarity in working with community groups and in particular, community energy groups, would be highly regarded. An Accountability/Governance Audit may be required by some community groups, on request, and this work will be initiative and completed by the Secretariat.

KEY ATTRIBUTES AND SKILLS

Qualifications & Skills:

- Accounting, legal (corporate and not for profit sector) or compliance qualifications or very substantial experience in managing community organisations.
- Experience in working with community groups (which may include community energy groups).
- Excellent communication skills appropriate to a wide range of stakeholders.
- Self-driven and organised approach, taking initiative and responsibility.

The YV-CPHub requires a person with accounting and/or legal qualifications and experience, or a person with very substantial experience in managing community organizations, who will be acutely focused on the financial control and reporting, statutory compliance and compliance with the Sustainability Victoria Funding Agreement reporting requirements, and who can be a strategic advisor within the organization.

The successful candidate will be one who thinks strategically and holistically and executes with excellence and speed. In addition, the candidate will provide a governance and financial

viewpoint to aid in strategic decision making as well as being across the details of the day-to-day organization.

KEY RESPONSIBILITIES

- Supporting Healesville CoRE, the Lead Organization for the YV-CPHub, and other not for profit volunteer-run community energy groups and climate action groups in their compliance work in relation to the YV-CPHub
- Providing coordination support to the governance processes of the YV-CPHub, including preparation of Steering Group meeting agendas and meeting minutes
- Taking responsibility for coordinating the gathering of relevant information and preparing and submitting accurate and timely reports to the Steering Group, Healesville CoRE and Sustainability Victoria (the funding body) as required.
- Coordinating with other stakeholders to ensure compliance and accurate reporting

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. Please also provide the contact information for 2-3 referees.

A police check will be required for the successful applicant.

For further information please contact Jeff Barlow at president@healesvillecore.org.au

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