

Greenlight Executive Officer Position Description

Organisational Context

Geelong Sustainability trading as Greenlight (www.greenlight.org.au) is a community based and managed registered charity providing sustainability services to community of the Greater Geelong Region.

Greenlight was established in June 2019 to create and manage a revenue stream to support and enable the long term viability of The Geelong Sustainability Group. Greenlight is effectively the commercial arm of Geelong Sustainability.

The Executive Officer of Greenlight will be responsible for managing the delivery of existing commercial services (Victorian Residential Efficiency Scorecard Assessments, Thermal Camera Inspections, Solar Feasibility Assessments, and Community Owned Renewable Energy (CORE) program). The Executive Officer will also be responsible for identifying and developing new business opportunities that align with the purpose of Geelong Sustainability.

Geelong Sustainability has enjoyed a significant period of growth over the last five years and as such there is a need to engage an Executive Officer to support and enable continued growth of Geelong Sustainability through Greenlight.

Greenlight does not have a dedicated office space. The successful candidate would be required to work from home or work from a co-working space within the Geelong region.

Key Responsibilities

- The Executive Officer will be responsible for the day to day management of the organisation.
- Advise the Committee of Management with regard to policy development, business and strategic planning for all the services offered.
- The EO will be directly involved in developing and supporting relationships with relevant organisations, and be able to identify service needs in the community.
- Coordinate all functions of Greenlight, ensuring that the managerial and administrative functions are appropriately planned, implemented and evaluated.

Reporting and Accountability Relationship with the Committee of Management (CoM)

The position reports to the Committee of Management (CoM). All other staff report to the Executive Officer. The CoM consists of up to 9 elected representatives and the Executive Officer will be required to:

- Meet with and report to the Executive of the CoM when required.
- Together with the Treasurer, provide monthly financial reports to the CoM.
- Provide information and support to Working Groups that are formed in response to need.
- Ensure that the CoM is appropriately appraised of progress in all areas of Greenlight activities.
- Develop and Implement policy working closely with the CoM.
- In conjunction with and on behalf of the CoM, oversee and direct special projects.
- Be responsible for the organisation of the AGM.
- Together with the CoM, carry out annual appraisals for all GS Staff and Contractors.

Administration

- To review, develop and implement tasks in the strategic plan as identified by the CoM.
- Together with the CoM, regularly review the policies and procedures of Greenlight.

Financial Management

- In conjunction and consultation with the Treasurer, monitor spending, prepare the annual and special budgets and other financial reports necessary for the CoM.
- Provide information to assist financial decision making.

Service Development

- In conjunction with staff (both paid and volunteer), customers, CoM and other stakeholders; regularly monitor and evaluate the services provided by Greenlight to ensure that service users' needs are met.
- Identify service gaps and emerging needs in Sustainability.
- Develop and maintain the Greenlight Business Plan in conjunction with the CoM.

Staff Management

- As directed by and in conjunction with the CoM, be responsible for the recruitment, training, management and performance review of paid staff.

Key Selection Criteria

(Key skills, qualifications, knowledge and behavioural attributes, together with physical requirements, necessary for performance of the role)

Qualifications

- Relevant Tertiary qualification and/or significant management experience.
- Extensive management and leadership experience in a not for profit environment.
- Experience working with volunteers.
- Experience in business and strategic planning.
- Proficiency in Microsoft office suite programs, Google Apps, WordPress, facebook etc.
- Current Victorian driver's licence and the use of a car.
- Willingness to maintain a contemporary level of professional knowledge and competence by attending training, conferences and other professional development activities.
- Willingness to work outside of normal office hours. Some meetings may be after hours.

Skills and attributes

- Demonstrated experience in business and organisational development.
- Ability to work effectively as part of a distributed team.
- Demonstrated creative and proactive approach to the management of change
- Able to motivate and enthuse others.
- Creative, flexible, energetic and innovative.
- Good negotiation and problem solving skills.
- Able to work without direction, yet maintain structures and a planned approach.
- Excellent communication skills, both written (reports, submissions, correspondence) and verbal (reporting to meetings, addressing groups).
- Knowledge of and commitment to principles of sustainability.

Remuneration and Conditions

Geelong Sustainability supports flexible employment arrangements that meet the requirements of the right candidate and the position of Executive Officer. This is a 0.4 position for two years.

\$75,000 - \$85,000 pro rata 0.4 EFT fixed term for two years.

Geelong Sustainability is a registered charity and therefore is able to provide various salary sacrifice options.

Period of Appointment

The Executive Officer's position is an initial two year appointment, subject to a satisfactory performance review after the first three months, and annually thereafter, and subject to continued funding of the organisation. Appointment is subject to a satisfactory Police Check and a Working with Children Check.

Applications close Tuesday 8 October

Applications must be received by midnight on Tuesday 8 October.

Applications should include a resume and a cover letter, which should demonstrate broad coverage of the selection criteria. The details of at least two referees that can attest to your character, skills and abilities should also be provided.

Applications should be sent to:

Fred Ritman, Committee Member, The Geelong Sustainability Group

Email: info@greenlight.org.au

To talk further about the position, please call Fred Ritman on 0438 041 667.