

# POSITION INFORMATION PACKAGE

## IMBY Community Sustainability Officer(s)

APPLICATIONS CLOSE 5.00pm Friday 30 May 2008

**Location:** IMBY House, Lemke Road, Gateway Island, Wodonga  
**Term:** 3 year contract subject to satisfactorily meeting Sustainability Victoria milestones  
**Salary:** \$50 000 per annum full time (pro rata for any negotiated part time position/s)

### **BACKGROUND**

In My Back Yard (IMBY) has been an active program over a number of years co-ordinated by Parklands Albury Wodonga. The name of the program symbolises the core philosophy of the group – encouraging positive action towards sustainable living in your own back yard.

The group has grown to currently include Parklands Albury Wodonga and a coalition of community led groups - Albury Wodonga Environment Centre, Sustainability Alliance Albury Wodonga (*comprising of Border Eco Living Program (BELP), Eat Local Food (ELF), Eco-Buildings, Bulk Purchase, Sustainable and Active Transport Group, Wodonga and Albury Towards Climate Health (WATCH)*) and Iris Steiner Committee.

IMBY is the umbrella organisation that brings these groups together through representation on the management committee. IMBY has secured a substantial grant through Sustainability Victoria to fund the project coordination of IMBY for a 3 year period.

IMBY has a close partnership with Parklands Albury Wodonga who provide the legal entity and in kind support for the activities to take place.

The IMBY program is, in the first instance, focused at our premises at 68 Lemke Rd, Gateway Island, Wodonga. This premises is currently leased from the City of Wodonga.

Over the next three years IMBY proposes to implement a range of programs including;

- Information sessions and forums
- Biennial IMBY Festival
- Retrofit of IMBY House
- Establish a website

A detailed work program will be developed with the successful applicant(s).

## **POSITION DESCRIPTION**

### **Key responsibilities:**

- Establish IMBY as a hub that inspires and facilitates the community to move towards our sustainable future.
- Develop and implement a range of strategies to communicate and promote the key messages of the IMBY project.
- Work in partnership with the management committee to develop short, medium and long term strategies that strive for IMBY to be a sustainable organisation as well as work in partnership with the community groups involved in IMBY to strive for these groups to be sustainable in the long term.
- Maintain and distribute up to date information on the programs and activities of similar programs across Australia and internationally.
- Establish and maintain effective networks and working relationships with relevant stakeholders including local, state and federal government departments and key community organisations.
- Act as the central point for the collection and dissemination of information for IMBY activities.
- Report on a regular basis to the committee of management (activities and financials).
- In partnership with the committee, identify appropriate funding sources for the IMBY project and apply for funds (grants, tenders and sponsorship).
- Manage the office and administration systems effectively.
- Provide administrative support for the community-led activities of IMBY.
- Work efficiently and effectively within the financial resources of the IMBY project.
- Facilitate volunteer involvement in the implementation of IMBY programs.
- Other duties as required by the committee.

## **SELECTION CRITERIA**

### **Essential**

- Relevant tertiary qualification/s or equivalent relevant training or experience.
- Knowledge of household and community sustainability related topics and issues in areas such as energy use, waste, water, consumption and transport.
- Well developed written and verbal communication skills including the ability to make public presentations, produce advanced written reports, grant applications and media resources.
- Ability to research and organise information.
- Demonstrated experience working with community groups, government organisations (local, state and/or federal) and the general community.
- Ability to develop sound working relationships and networks with a range of stakeholders.
- Ability to monitor and reconcile grant requirements for reporting purposes.
- Experience planning, organising and chairing meetings.
- Excellent organisational, planning and time management skills and experience, including the ability to set priorities and meet objectives within set timeframes and budgets.
- Ability to develop and deliver community awareness, action and education programs.
- Ability to work independently with limited supervision and cooperatively as part of a team.
- Demonstrated computer skills.

### **Desirable**

- Technical knowledge and practical experience retro-fitting energy and water-saving household devices.
- Demonstrated ability to show initiative and leadership in environmental sustainability.
- Current vehicle licence

## **RECRUITMENT PROCEDURE**

Applications will be assessed on the merit of each applicant against the set selection criteria, which are based on information contained in the Position Description. Your success in obtaining an interview is based on how well you meet the position's selection criteria listed on the previous page.

Please ensure your application includes:

1. Your contact details (postal address and phone numbers).
2. A current resume with a minimum of two (2) current referees.
3. A letter or statement detailing how you meet the selection criteria, providing evidence that clearly demonstrates what you have achieved in relation to the position.

Please supply as much relevant information as is necessary to fully explain your capabilities, while being concise, clear and "to the point".

## **SUBMISSION OF APPLICATIONS**

If submitting your application in 'hard copy', please do not bind your application or use a presentation folder.

Applications must reach the Parklands office by 5.00pm on Friday 30 May 2008. Late applications will not be considered.

Postal applications should be addressed to:

Parklands Albury Wodonga  
P O Box 1040  
Wodonga VIC 3689

Applications can also be submitted by email to [ranger@parklands-alburywodonga.org.au](mailto:ranger@parklands-alburywodonga.org.au) (Microsoft Word or Adobe Acrobat format), or hand delivered to the Parklands Albury Wodonga reception area (Gateway Island, Wodonga).

Receipt of applications will be acknowledged within ten working days of the closing date.

## **FURTHER INFORMATION**

Any enquiries regarding this position should be directed to the Parklands office by calling (02) 6023 6714 or by emailing your contact details to [ranger@parklands-alburywodonga.org.au](mailto:ranger@parklands-alburywodonga.org.au) and we will call you.