

## Position Description

<b>Position Title</b>	<b>Climate Challenge Project Assistant</b>
<b>Project</b>	Community Climate Challenge
<b>Location</b>	Nature Conservation Council of NSW, Level 2, 301 Kent Street, Sydney NSW 2000
<b>Position Title of Supervisor</b>	Climate Challenge Coordinator
<b>Hours</b>	Temporary, Part time, 5 days per fortnight (19 hours per week) Flexible working hours
<b>Contract period</b>	A 6 month contract - immediate start (position on-going pending funding)
<b>Total annual salary</b>	\$40,000 - \$44,000 pro rata, plus superannuation

### Scope of the Position

Want to work on a proven community engagement project on climate change? Want to get your foot in the door with a non-government environment organisation? The Nature Conservation Council of NSW ("NCC") is seeking an energetic and self-motivated person to provide administrative, organisational and communications support to the Climate Challenge Coordinator to deliver two Climate Challenges – one in NSW and one in Victoria. The position is part time and offers a flexible working arrangement equating to 2.5 days per week.

The NCC is the peak non-government environment group for NSW. NCC works closely with member groups, local communities, government and business to ensure a positive future for our environment. NCC serves as an umbrella organisation for over 120 member groups to coordinate and develop NSW-based community education projects, scientific research, conferences, publications and awareness campaigns. NCC also advises decision makers at a local, state and national level.

### Community Climate Challenge Project Outline

The Community Climate Challenge (the "Challenge") is a proven project that provides easy steps for communities to work together to reduce their greenhouse gas emissions and develop creative initiatives to highlight the solutions to climate change.

The Challenge has been delivered in five regions of NSW, and will now be delivered in one Council area in Sydney, and one Council area in Victoria. Both programs will run until the end of September 2010.

Through an interactive program of local events, support materials and media, NCC will empower communities to take the Challenge and work together to reduce greenhouse gas emissions and help tackle climate change.

## **Position Overview**

The Project Assistant works collaboratively with the Project Coordinator and other staff to maximise project integration and outcomes. Regular consultation with the Climate Challenge team will be undertaken to direct provision of administrative and material support to the project.

### **a) Project support**

A key challenge is to provide proactive and reactive administrative, organisational and communications support in a timely manner to the Project Coordinator.

### **b) External communication**

The position holder may communicate and liaise with project participants and stakeholders as required to maximise the delivery of project outcomes.

### **c) Materials and events**

The successful applicant will be required to develop and implement project communication tools (website, newsletter, event invitations, fact sheets), assist in event planning and logistics, and develop new materials to support the roll-out of the Project as required.

## **Key Responsibilities**

1. Provide administrative and organisational support to meet deadlines and fulfil all project outcomes.
2. Provide communications support to the project participants and stakeholders across all components of the project.
3. Assist with material design and coordinate their production and distribution.
4. Assist with event logistics, planning and promotion.

## **Reporting**

The Project Assistant reports to the Project Coordinator.

## **Selection Criteria**

Applicants must have a legal right to work in Australia and must be able to work in the Sydney NCC office.

### **Essential**

1. High standard of communication - demonstrating good interpersonal skills, written and verbal communication skills.
2. Organisational skills and the capacity to manage multiple tasks.
3. Demonstrated administration skills.
4. Demonstrated ability to work autonomously and as part of a team.
5. Proven ability to meet deadlines and produce results.
6. Good computer literacy.

### **Desirable**

1. Interest in climate change issues and community education.
2. Experience in event management.
3. Experience preparing educational materials.
4. Experience in database management.
5. Ability to work outside normal business hours when necessary.
6. Good design skills.

**Applications to:**

Rachel Mimmo  
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SYDNEY NSW 2000  
Fax: 02 9279 2499  
Email: [rmimmo@nccnsw.org.au](mailto:rmimmo@nccnsw.org.au)

Applications must be received by **5:00pm, Monday 12 April 2010**. Applications by email will be accepted. Applications must address the selection criteria and include a CV with two referees.

For further information on the position please call Rachel Mimmo on 9279 2466.