

**POSITION DESCRIPTION**

**Position title:** Executive Officer

**Employment:** 0.9 FTE (negotiable), 3-year Fixed Term Contract.

**Location:** Level 2, 60 Leicester Street (The Green Building), Carlton, 3053

**Reports to:** EEV Committee of Management, through the President

**Direct reports:** All operational staff

**About EEV**

Environment Education Victoria (EEV) is the Victorian Chapter of the National Australian Association for Environmental Education (AAEE). EEV envisages active, aware and sustainable communities that are supported by a professional association that connects people and organisations to develop capacity for enriched, sustainable lives. We aim to sustain a dynamic organisational culture that both engages our members, and is reflective of their professional needs.

**About the role**

The Executive Officer (EO) will lead a motivated and committed team to drive performance through their inspirational and visionary leadership. The EO will be responsible for ensuring the organisation’s strategic plans, change agenda and member services are successfully designed and achieved to drive and maintain sustainability of the organisation. The EO anticipates operational challenges and risks, keeps the EEV Committee of Management informed, and plans accordingly.

The EO will continue to build an association with strong financial foundations and professional networks within Victoria, throughout Australia (in collaboration with AAEE) and internationally in order to expand the reach of environmental education in schools and the community.

This role is central to EEV’s successful delivery of programs including: Department of Education’s Strategic Partnerships Professional Learning Program, ResourceSmart Schools in the Western Metropolitan Melbourne, and several smaller projects.

**Key Accountabilities**

In relation to sustainable growth the EO will:

* Actively market and otherwise promote EEV to build its membership base and profile, through the development and delivery of a range of benefits and services for members.
* Actively seek opportunities for further project work with a diversity of funding sources, including partnerships and collaborations that further the strategic objectives of EEV.
* Provide leadership to all of EEV’s projects including program design, implementation evaluation and reporting, supporting and empowering EEV project deliverers and delivering aspects of projects.
* In conjunction with the EEV Committee of Management, ensure that the strategic plan and work plan of EEV is prepared and updated.
* Oversee the planning, coordination and delivery of a range of events including ‘Out and About’ with EEV events, forums and professional development activities including the EEV Educator of the Year Award.
* Oversee the development of environmental/sustainability curriculum and related education materials, such as VCE Environmental Science textbooks.
* Oversee support for environmental/sustainability educators by responding to queries and providing information about the Education for Sustainability sector, including curriculum, professional development and general stakeholder support.
* Prudently oversee the financial resources within budget allocations and maintain sound financial practices and policies.

In relation to governance the EO will:

* Prepare budgets and budget reports, including preparation and periodic review of project budgets in association with project officers, and provide reports and advice on strategic directions and budgetary implications to the EEV Committee of Management and its Executive as required.
* Attend EEV Committee of Management and Executive meetings and ensure EEV is represented by staff or councillors at relevant meetings, conferences and in-services.
* Oversee the preparation of papers and procedures for Annual General Meetings and associated legal documents.
* Oversee the preparation of policies and procedures which are current and relevant with an embedded compliance culture.
* Ensure corporate and regulatory compliance.

In relation to staffing the EO will:

* Manage the EEV office, including staff and volunteers, by providing coordination of EEV projects and reporting on progress to stakeholders.
* Approve the recruitment, selection, employment of staff;
* Approve the provision of relevant professional development and training;
* Maintain and develop an organisational culture that attracts, rewards and retains high calibre staff.

In communications the EO will:

* Advocate for environmental/sustainability education including by collating responses to relevant community and sector consultation papers and lobby relevant agencies on behalf of the Committee of Management and membership.
* Ensure that the Committee of Management is provided with timely, strategically focussed reports well in advance of each Committee of Management meeting.
* Ensure that the Committee of Management is accurately and fully informed on all aspects of the functioning of the organisation including proactively advising the Committee of Management of risks.
* Undertake to represent the position and views of EEV to all relevant internal and external stakeholders in a way that enhances our reputation.
* Identify and establish a productive working relationship with relevant government, private and not for profit organisations and agencies.

**SKILLS & EXPERIENCE**

**Qualifications**

* A relevant tertiary qualification to bachelor is essential
* Post graduate qualifications desirable

**Experience**

* Experience in building income streams, project funding and sponsorship from a range of stakeholders.
* Experience in developing membership services and benefits;
* Demonstrated capacity to manage multiple projects and day-to-day duties simultaneously, within agreed timelines and budgets.
* Demonstrated experience in overseeing and maintaining operational budgets and financial management.
* Commitment to innovation, quality and creativity in program delivery and development.
* Experience working closely with volunteers and committees to achieve outcomes.
* Strong leadership, cultural and organisational development at a senior level.
* Proven track record of leading a highly motivated, outcomes focussed team and establishing/maintaining a positive workplace culture.
* Proven track record reporting to a Board and running a not-for-profit business is highly desirable.

**Skills**

* A highly inspiring, respectful, agile and collaborative individual with a proven ability to influence, effectively negotiate and advocate.
* Strong understanding of governance and management principles, including strategic planning, compliance, risk management and financial management.
* Outstanding management skills and ability to provide direction and leadership to staff and volunteers.
* Strong interpersonal and communication skills, with an ability to develop and maintain effective relationships with diverse stakeholders.
* Excellent written communication skills across a wide range of collateral including formal correspondence, Board reports, submissions, position statements, publications, web content, social media.
* Excellent verbal communication skills, demonstrated ability to engage with members and potential members, industry leaders, sponsors and government.
* Knowledge of not-for-profit revenue raising and pro bono support.
* High level computer skills including MS Office, database and website CMS.
* Ability to travel and occasionally work outside of usual hours.

**KEY SELECTION CRITERIA**

Provide a statement of each criteria to demonstrate your skills, experience and capabilities:

* A relevant tertiary qualification to bachelor level (or higher);
* An understanding of opportunities for environmental and sustainability education in formal (e.g. primary, secondary, tertiary) and/or non-formal/informal settings;
* Demonstrated capacity to promote and build a strong membership benefits and services base and profile;
* Substantial and proven knowledge in governance, policy, procedures and strategic planning;
* Demonstrate a high level of skills and experience in financial management;
* High level relationship building and stakeholder management skills; and
* Extensive experience in day to day project delivery, project management and sourcing project funding.

**EMPLOYMENT TERMS**

* 0.9 FTE (negotiable)
* 3-year Fixed Term Contract, Salary range: $78,000 - $80,925 (0.9 FTE, plus 9.5% super)
* Flexible working arrangements
* A probationary period of six months applies
* Annual review process

**CONTACT**

For enquiries please phone Julie Harris, Executive Officer, on 9341 8176 or email [eo@eev.vic.edu.au](mailto:eo@eev.vic.edu.au)

**HOW TO APPLY**

* Prepare your application, including:
  + A statement addressing the selection criteria (no more than 5 pages)
  + Your C.V.
  + A cover letter
  + At least two professional referees (can be supplied at a later stage)
* Send your application to EEV
  + By email to: [admin@eev.vic.edu.au](mailto:admin@eev.vic.edu.au)
  + By post to:

Private & Confidential

Executive Officer EEV Application

Attention: Julie Harris

Environment Education Victoria

Level 2, Leicester Street

CARLTON VIC 3053

EEV are an equal opportunity employer.

**APPLICATIONS CLOSE**

Tuesday 4 September 2018 - 5:00 PM - Late applications will not be considered

For further information about Environment Education Victoria please refer to our website [www.eev.vic.edu.au](http://www.eev.vic.edu.au)