**POSITION DESCRIPTION**

**Program Manager Role**

Come and work with an exciting organisation working on leading climate change projects, advocacy and knowledge sharing in central and north west Victoria. The Central Victorian Greenhouse Alliance is seeking a part time Program Manager role to support the organisation achieve its vision.

**Reporting:** CVGA Executive Officer

Salary: $78,000 ($40 per hour) pro rata plus super, workcover and leave entitlements.

Hours worked: Part time 15-22.5 hours per week (0.4-0.6 full time equivalent negotiable)

Based: Preference for Castlemaine (working from home arrangements negotiable)

Commencement: Late Feb/Early March 2021

Term: 1 year (Maternity leave position)

Provide centralised Project Management for the Alliance’s current and new projects on climate change and energy. Assist in the management of the CVGA and provide support to the Executive Officer, including meeting attendance, minute taking, and liaison with CVGA sub-contractors.

**Key responsibilities:**

**CVGA Projects**

* Work with the Executive Officer to identify new project opportunities and funding
* Develop project brief, stages and completion
* Schedule, attend and if required, lead project meetings
* Manage project timelines and administrative requirements
* Prepare documentation for project stakeholders including CVGA members, contractors, and funding bodies
* Collect and collate documentation from stakeholders for project for consultants
* Event Management (eg. Webinars, workshops etc) and meeting scheduling support as required.

**For the Board and Committees**

* Prepare agendas and manage Board and Committee papers under the direction of the Executive Officer
* Manage and maintain Board and Membership documents including Board nominations and Membership agreements
* Take Minutes at Board and Finance and Audit Committee and all other meetings as required by the Executive Office
* Manage and maintain Board and Committee Action Lists

**CVGA Infrastructure**

* Maintain Office Equipment and basic IT functionality (e.g. Office 365, Wifi connectivity, Email and Telecommunications functionality etc.)
* Collect and sort mail, including scanning and filing as appropriate
* Managing the Administration section of the CVGA filing system including collating and forwarding Board Papers as required
* Improve administrative procedures in the organisation as and when appropriate
* Other Tasks as required by the Executive Officer as required

**Key Selection Criteria; Program Manager**

Project Management:

* Demonstrated project management skills with the ability to research, develop, coordinate, deliver and manage projects to achieve outcomes within set timelines.
* Demonstrated experience in managing budgets and project administration
* Experience in sustainability, climate change and or local government

Office Management

* Demonstrated office management, administrative and HR experience
* Excellent time-management skills and ability to multi-task and prioritise work while continuing to meet deadlines
* Proficient knowledge and experience with Office 365: Word, Excel, PowerPoint, and Outlook.

Please provide a covering letter, CV and address the Key Selection Criteria to [admin@cvga.org.au](mailto:admin@cvga.org.au)

Applications close 10am Monday 22 February 2021