



SUSTAINABLE LIVING TASMANIA

The Organisation

The Tasmanian Environment Centre Inc. trading as Sustainable Living Tasmania (SLT) is a highly respected community-based organisation which 'promotes and encourages education within the community for the appreciation, enhancement and protection of the environment'. It was established in 1972 as the Tasmanian Environment Centre Inc. and adopted the trading name Sustainable Living Tasmania in 2006 as its core focus is now on sustainable living. Its mission is 'Practical Pathways to Sustainable Communities'. It is membership-based and governed by a voluntary Board of Management. For more information on who we are and what we do, please visit www.sustainablelivingtasmania.org.au

Position Title: Executive Officer

Hours: 30.4 hours per week (four days equivalent per week)

Location: Level 1, 71 Murray Street, Hobart

Reports to: Board of Management

Scope of Position:

The roles of the Executive Officer of Sustainable Living Tasmania are to lead and manage the organisation so that it continues to make a significant contribution to a sustainable future in Tasmania and to build strong community and government linkages so that it remains a viable organisation into the future.

Duties:

- To provide overall leadership, management and coordination of Sustainable Living Tasmania in accordance with its Strategic Plan.
- To manage staff both paid and volunteer.
- To develop and implement initiatives that support the promotion of sustainable living.
- To provide advice to the Board of Management and develop and implement its decisions.
- To participate in policy development and strategic planning for regional and state-wide sustainability issues relevant to SLT's mission.
- To maintain existing and build new links with government at all levels, business and community to promote sustainable living, including undertaking community facilitation and education, where appropriate.
- To oversee the financial management of the organisation within the parameters set by the Board.
- To seek increasing diversification of funding sources and identify opportunities for revenue growth to maintain and increase funding levels, to ensure it is a strong, viable organisation into the future, within the parameters set by the Board.
- To participate in the day-to-day operation of SLT as part of a team.
- To act as the Public Officer of this incorporated not-for-profit organisation and be responsible for conducting its business and affairs in accordance with its Constitution and Rules and ensure that all relevant legislative requirements and regulations are complied with in the workplace.

Tasmanian Environment Centre Inc. trading as Sustainable Living Tasmania

Level 1 71 Murray St, Hobart, Tasmania 7000

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info@sustainablelivingtasmania.org.au www.sustainablelivingtasmania.org.au

Selection Criteria:

Qualifications

Tertiary qualification in an appropriate field desirable.

Current motor vehicle driver's licence essential. Own vehicle desirable.

Essential skills and/or Experience

1. Demonstrated leadership skills, especially in a team environment comprising paid staff and volunteers.
2. Demonstrated knowledge of and commitment to urban sustainability.
3. Demonstrated manager competencies including: strategic planning, policy development, marketing, public relations and human resource management.
4. Excellent project management skills including high level organisational and time management skills, computer skills and ability to work under pressure to meet tight deadlines.
5. Excellent communication skills - written, oral and interpersonal, including capacity to engender trust and confidence in employees, volunteers, members and stakeholders and engage with the media.
6. Experience in the preparation of funding applications, tenders and submissions.

Desirable Skills and/or Experience:

1. Demonstrated experience in group facilitation and presentation.
2. Experience and understanding of the NGO/not-for-profit sector

Authorities:

- All budgeted operational expenditure under \$5000
- Non-budgeted operational expenditure subject to the Finance Committee's approval
- Recommendations to the Board of Management for the appointment of long-term positions for approval of the Board. All PDs and conditions of appointments for long-term positions must be approved by the Board of Management
- Appointment of casual and short-term project staff conditional on the projects having sufficient funds.

Conditions:

- Salary to be negotiated under the Modern Awards MA000100 dependant on skills and experience plus statutory superannuation
- The nature of the organisation's activities requires flexible working arrangements, occasional evening and weekend work and occasional intra-state travel.
- The position is ongoing, subject to funding.

Authorised by:



President

10/03/10

Please forward applications by close of business 29 March 2010, addressing all selection criteria and with the names and contact details of at least two professional references to:
The President
Sustainable Living Tasmania
1/71 Murray St HOBART TAS 7000
For further information contact Margaret Steadman at
info@sustainablelivingtasmania.org.au or 03 6234 5566