



ENERGY INNOVATION
CO-OPERATIVE

EXECUTIVE OFFICER

Position Description

The inaugural Executive Officer will support the Board to deliver on the vision of the Energy Innovation Co-operative to achieve climate resilient, zero emissions communities. The Executive Officer is responsible for the overall management of the organisation, with a primary focus on organisational leadership, fundraising and community partnerships, in order to achieve the objectives set in the Strategic Plan.

Term of Engagement: 12 months

FTE: 0.8 FTE

Reporting to: The Energy Innovation Co-operative Board, via the Chair

Position objectives:

The primary objectives of the position are to:

- Provide managerial oversight and implementation of all operational activities.
- Maintain and build on existing community partnerships.
- Secure funding to resource expanded community projects and investments.
- Position the organisation and tell the story of its impact.
- Oversee the contributions of project staff and volunteers.

Position responsibilities:

1. Strategy and governance

- Oversee the implementation of all operational activities, in order to achieve the goals and objectives set out in the Energy Innovation Co-operative's Strategic Plan, in collaboration with members and key partners.
- Contribute to the refinement of strategic priorities, by advising the Board on operational realities that may impact the success of the Strategic Plan.
- Ensure all operations are implemented in accordance with Energy Innovation Co-operative's policies and procedures at all times.

2. Project delivery and oversight

- Set measurable project goals, budgets, timelines and implementation plans.
- Ensure clarity of project outcomes and performance measures.
- Monitor progress and, in collaboration with project staff/contractors, address opportunities and issues.
- Ensure projects are fully acquitted and reports to funding organisations submitted.
- Oversee on-going Energy Innovation Co-operative commitments resulting from completed projects and with partner organisations (e.g. lease arrangements and auspice arrangements, Totally Renewable Phillip Island, Mallacoota Energy Sustainability Group/Coal Mine).
- Project manage the Southern Core Fund.

3. Fundraising, financial management and partnerships

- Identify potential sources of funding, lead the development of grant funding proposals, and apply for new funding aligned with the organisation's values.



- Work with the Board to set and deliver an organisational budget, including regular reporting on expenditure.
 - Secure new strategic partnerships that deliver on the purpose of the Energy Innovation Co-operative and further its financial viability to continue to deliver energy resilience for communities.
4. Communications, positioning and stakeholder engagement
- Organise events to publicise and represent the work of the Energy Innovation Co-operative.
 - Act as a spokesperson for Energy Innovation Co-operative in the media and public forums.
 - Tell the story of the Energy Innovation Co-operative's impact, through public forums, digital communications channels and other platforms, in collaboration with project staff and volunteers.
 - Oversee all communication and relationship-building with members, including the administration of Energy Innovation Co-operative membership records.
5. Reporting
- Provide reports to the Energy Innovation Co-operative Board on a bi-monthly basis (or monthly as required) on all current projects identifying progress against milestones and risks. This includes:
 - Updates on operational activities and priorities.
 - Informing the Board of projects under discussion/in consideration.
 - Alerting the Board to any perceived or actual risks.
 - Ensure that all documents related to Energy Innovation Co-operative's commitments (e.g. funding agreements, acquittal reports) are provided to the Board, duly signed and safely stored.
 - Oversee the development of an Annual Report, with input and approval from the Board.
 - Oversee and coordinate project reporting.
5. Personnel and internal relationship management
- Work with the Energy Innovation Co-operative Board to recruit project staff.
 - Work with and support Project Officers assigned to work on projects.
 - Supervise and support volunteers working on Energy Innovation Co-operative's projects.
 - Work collaboratively with relevant Board members to manage and oversee the implementation of Project Working Group activities.

Key selection criteria:

- Excellent strategic thinking and problem-solving skills.
- Experience overseeing multiple projects and delivering on funding requirements.
- Strong understanding of community energy opportunities.
- A proven track record of building collaborative relationships with community stakeholders and partners.
- An ability to find commonality and progress priorities in a multi-stakeholder environment with competing interests.
- Strong communication and interpersonal skills, including service promotion, media and social media engagement.
- Fundraising and grant-writing experience.
- Proven ability to identify, assess, and mitigate organisational risks.



- Familiarity with co-operative and incorporated association structures.

Additional requirements:

- Hold a current Victorian Working with Children's Check
- A Criminal Record Check (on or after date of offer)
- An appropriate home-office that meets OHS standards will also be required if you elect to work remotely.