



*Violet Town Eco-Living Demonstration Site
 "Successful Sustainability through Community
 Connectedness".*

Coordinator Position Description

Position: Violet Town Eco-Living Project Officer

Contract Period: 3 years 2008-2011

Hours: Approximately 2 days per week, reducing over the three year project

Commencement: late April 2008

Terms: The Violet Town Eco-Living Project Officer will be contracted by the Violet Town Action Group (VTAG) on a consultancy basis (to be negotiated with successful applicant). The VTAG will not be responsible for pay-as-you-go tax, superannuation, annual leave, sick leave, or any other entitlements.

Context: The VTAG, in partnership with the Strathbogie Shire and 13 other local community partners, was successful in attracting Victorian State Government funding from Sustainability Victoria to undertake a project that will see Violet Town become an Eco-Living Demonstration Site for Victoria.

Position Objective: To deliver on the Eco-living Business Plan on behalf of VTAG and project partners

Key Tasks: Facilitate the following work plan

LAUNCH PROJECT	<ul style="list-style-type: none"> √ Set date with Mayor and Department √ Draw up Invitation list for stakeholders √ Publicise widely newspapers, email, newsletters, and posters.
Establish Action Research Framework	<ul style="list-style-type: none"> √ Develop Terms of Reference for data collection √ Establish partnership with University or TAFE college to assist with methodology √ Set frequency for data collection and method e.g. questionnaire, longitudinal / or snap shot.
Publicize Project	<ul style="list-style-type: none"> √ Information / Advertising Session √ Newspaper articles, newsletters, website and via partner contacts lists.
Implement Marketing	<ul style="list-style-type: none"> √ Run a series of newspaper articles, radio interviews



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Strategy	<ul style="list-style-type: none"> √ Update web page √ Lift Objectives from Business Plan (Marketing Section) √ Ensure marketing remains consistent with emerging Streetlife initiatives.
Major Works at Community Hall	<ul style="list-style-type: none"> √ Install Water Tanks √ Install Solar Panel √ Build Display Boards Highlighting Building Technology
Integration of Education Package	<ul style="list-style-type: none"> √ Implement Primary School Project with mentoring from Seed Savers and Permaculture group. Assist school to develop organic garden etc. √ Sustainability workshops to commence at Community House. √ Establish selection criteria for intensive course for community sustainability champions and advertise. √ Improve library resources around sustainable energy, waste reduction and advertise their availability. Include Library membership drive promoting DVDs, books, subscriptions etc. √ Provide involvement opportunities for all remaining partners e.g. RSL, Kindergarten, Community Shed , Play Group and others
Establish VT Market Presence	<ul style="list-style-type: none"> √ Build wood fired oven √ Establish displays √ Coordinate partners to display and sell secondhand produce √ Arrange for fuel from the Community Fuel Forest to be prepared each month through VTAG members for the wood fired oven. √ Develop Guided Tour of Violet Town’s Eco-Living Demonstration Town for market guests
Establish Satellite Site Infrastructure	<ul style="list-style-type: none"> √ Community Garden √ Kindergarten Worm Farm √ Violet Town Community Shed run projects in recycled timber

Administration: To manage the administration functions associated with the project and with Violet Town Eco-Living VTAG steering committee, including meetings, agenda and minutes.



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In consultation with VTAG steering committee and bookkeeper, oversee the day-to-day budget and accounts for the project to enable full reporting to project partners, as and when required.

Ensure that all project requirements are being met within budget and timeframes.

To attend regular meetings of Eco-Living Steering Committee

Attend meetings of the VTAG upon request.

Reporting:

The position reports directly to the Eco-Living Steering Committee of VTAG for all tasks and activities.

Provision of written and verbal reports to project partners upon request.

Key Selection Criteria

- ❖ A demonstrated pro-active approach to project management and environment
- ❖ Proven experience in developing and implementing successful community development projects
- ❖ Proven performance in developing and maintaining co-operative working relationships between community and government groups.
- ❖ Strong interpersonal skills with the ability to work co-operatively and positively.
- ❖ Highly demonstrated organisation and planning skills, including ability to manage time and priorities, plans and objectives.
- ❖ Excellent written communication and computer skills.
- ❖ Applicants must provide their own transport
- ❖ Professional indemnity insurance and a valid Australian Business Number (ABN)



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- ❖ The applicant will show a strong focus on community education, and the ability to facilitate the implementation of sustainability principles by demonstrating practical solutions to energy reduction. They will need to build on existing community sustainability projects and engage a diverse range of interest groups in order to achieve long-term change.

Applications addressing key selection criteria should be received no later than close of business on Monday 5 May 2008. For further information about the role contact: Kaye Bradshaw tel: 03 5798 1742 or Email: kayenro@westnet.com.au

Violet Town Action Group, PO Box 29, Violet Town VIC 3669

This is a re-advertised position - previous applicants are welcome to reapply.