



Heyfield Community Resource Centre

Trading as Heyfield Community Resource Centre Inc.

ABN: 19 707 886 634

3-5 George Street, Heyfield VIC 3857

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coordinator@heyfield.net

Position Description

NAME:	Project Manager; Neighbourhood Battery Initiative
CLASSIFICATION:	Neighbourhood Houses and Adult Community Education Centres Agreement 2016 (NHACE 2016) SCHADS – SACS Level 4.2 NHACE Agreement 2016 (pdf, 4.3MB) .
CONDITIONS	As per Neighbourhood Houses and Adult Community Education Centres Agreement 2016 NHACE Agreement 2016 (pdf, 4.3MB) . See attached Fair Work information Sheet here .
SALARY	Your salary will be paid weekly into a bank account of your choice.
HOURS per WEEK:	12 hours per week. Note that this can be averaged out over the months of the project depending on the demand of the project.
BASIS of EMPLOYMENT:	Fixed term contract, part-time until project ceases on 31 st August, 2024

ABOUT THE ROLE:

The MyTown Energy (MTEH) group was formed during a 3-year feasibility study to research sustainable energy options for the rural town of Heyfield. The group is made of volunteers from the local community whose goals are to develop and implement projects to assist businesses and households of Heyfield in moving to reliable, affordable and effective renewable energy options.

MTEH have an exciting opportunity for a Project Coordinator to assist with the management and coordination of their new project as part of the Victorian Neighbourhood Battery Initiative (NBI). The NBI project will deliver a business case for two community battery scenarios within Heyfield.

The Project Coordinator will be responsible for overseeing the NBI project plan; ensuring that deliverables are met and reported on to our funding body, project partners and stakeholders.

Key responsibilities include:

- Deliver the administration requirements associated with the NBI project funding agreement
- To ensure the project is delivered on time and within budget
- Support the MTEH NBI working group; scheduling meetings face to face and online using Zoom, recording and distributing minutes, creating agendas etc
- Coordinate NBI project partners and stakeholders to ensure milestones and project outcomes are met
- Coordination of community engagement activities and communications
- To identify and mitigate risks that may impact on the successful delivery of the project

- Serve as the main local contact for the project activities, responding to enquiries or directing them to the appropriate project team members
- Develop of tender process and contract management with potential supplier complying with industry best practice

About you:

This role requires collaboration and the ability to work with a multitude of stakeholders; from volunteer groups to engineers and local government. The successful candidate will have excellent communication skills and be able to negotiate and build relationships.

To be the successful candidate you will ideally be able to demonstrate:

- Experience managing and delivering community driven projects, ideally in renewable energy
- A very high level of project planning and management skills, including the ability to successfully implement project outcomes
- Highly developed communication skills with experience working with a range of stakeholders
- Proven ability to deliver tasks effectively and on-time
- A genuine interest in community energy and renewable energy technology
- Proficient in various digital platforms including but not limited to Zoom, Microsoft Teams and Office Suite, Wix, social media platforms.

The successful applicant will be required to undergo and Victorian Working with Childrens Check and Police Check.