



## Position Description

# Sustainability Officer

- **Run the Tropical Garden Spectacular & Top End Sustainable Living Festival**
- **Coordinate Sustainability Week (late May/early June) and liaise with new Sustainability Week Board**
- **Develop and deliver an environmental education program in partnership with the George Brown Darwin Botanic Gardens and other stakeholders.**
- **Work with the COOLmob Home Sustainability Team to lead community efforts on sustainable living**

**\$57.8K to \$66.9K pa plus super, full-time from 12 March to 30 June 2012, then four days/week to 30 December 2012 (neg.), with a view to making the role ongoing subject to funding and performance, based in Darwin.**

### Who we are

The Environment Centre NT is the peak community sector environment organisation in the Northern Territory, Australia. Established in 1983, the Environment Centre NT is the only Darwin-based community environment organisation actively working on a broad range of advocacy, policy development and programs in the Top End.

The Environment Centre NT's team of ten staff, Board Directors and volunteers cover five ambitious campaigns & programs: Nature Territory, Living Harbour, Safe Climate, Nuclear Free NT and Green Living.

We have a high profile amongst government, industry, community and the media. Our team is effective, well regarded, independent and influential.

### Managing a strong partnership for sustainability

The position will work closely with the Nursery and Garden Industry NT. NGINT is the peak body for the Nursery and Garden Industry, covering wholesale, retail, landscaping and garden maintenance.

The Environment Centre NT and NGINT delivered the Spectacular and Festival as a single event in 2010 and 2011. This important partnership for sustainability will again see the two organisations deliver this popular event in 2012.

### The role

The Environment Centre NT invites applications for the position of Sustainability Officer.

The Sustainability Officer is responsible for delivering two key related projects: running the Tropical Garden Spectacular & Top End Sustainable Living Festival (in partnership with NGINT) at the beautiful George Brown Darwin Botanic Gardens and coordinating the evolving Sustainability Week in late May / early June.



The Sustainability Officer will develop a new environmental education program, mainly in the second half of the year. Currently the focus for this role is to collaborate with the George Brown Darwin Botanic Gardens, as well as other sustainability stakeholders, to investigate broadening the environmental education role of the Ecohouse and adjacent permaculture plots, which are co-located in the Gardens, into a community sustainable living centre.

The Sustainability Officer would liaise closely with, and help achieve the aims of, the long-established and well respected COOLmob Sustainable Living Program of the Environment Centre NT.

The position requires a passion for sustainable living, proven experience in running events, and a demonstrated ability to deliver environmental education programs particularly for school age children.

<b>Position Title</b>	Sustainability Officer
<b>Level</b>	Environment Centre NT Level 4
<b>Salary</b>	\$57.8K to \$66.9K pa, based on skills, experience and qualifications
<b>Hours</b>	Full-time 12 March to 30 June 2012, then four days/week 1 July to 30 December 2012. Hours worked from July to December are negotiable, subject to funding.
<b>Term of appointment</b>	1 March 2012 to 30 December 2012, with the potential for ongoing appointment subject to funding and performance
<b>Location</b>	Environment Centre NT Offices, 98 Woods Street, Darwin, NT.
<b>Position reports to</b>	Director, Environment Centre NT
<b>Position services</b>	Steering Committees for the Tropical Gardens Spectacular and Top End Sustainable Living Festival (mainly in the first half of the year), as well as acting as secretariat to a new Sustainability Week Board.
<b>Direct reports</b>	Various contractors, as required.

Note that the Environment Centre NT is in the process of negotiating an Enterprise Agreement with staff, due for commencement from March 2012. The Enterprise Agreement sets entitlements and work conditions for the role.



## Responsibilities and duties

- Run the Tropical Garden Spectacular and Top End Sustainable Living Festival on 2 and 3 June 2012, including
  - Developing the program, under the supervision of the Steering Committees of the two events
  - Identifying and securing key note speakers
  - Identifying and securing sponsors
  - Upgrading and managing website ([www.greenlivingfest.com.au](http://www.greenlivingfest.com.au))
  - Developing and using social media to attract participants to the events
  - Providing communications and public relations services
  - Managing relationships with key stakeholders
  - Managing sub-contractors (likely 2-3)
  - Preparing reports and financial acquittals to funders and partners
  - Managing risks and contentious issues as they arise
  - Expand and develop the events to increase public participation and support from sponsors and exhibitors
- Coordinate the evolving Sustainability Week in late May / early June, based around the Spectacular and Festival. This role involves expanding the number and quality of events held during this time, from the nine separate but related events in 2011 that attracted 6,000 people and involved 24 organisations. Key responsibilities and duties are:
  - Develop concepts for, and coordinate, the various events during Sustainability Week, with the Spectacular and Festival being the key event.
  - Provide secretarial services for a new independent Board of key sponsors and supporters of Sustainability Week.
  - Manage relationships with the NT Government, Darwin and Palmerston City Council, Power and Water Corporation and other key funders and supporters of Sustainability Week events.
  - Seek additional events and participants in Sustainability Week.
- Develop and deliver a new environmental education program focused on sustainable living, in collaboration with the George Brown Darwin Botanic Gardens. Key responsibilities and duties are:
  - Develop and deliver an environmental education program on sustainable living to school groups, and other target audiences.
  - Establish relationships with key stakeholders in education, government and community sectors to deliver the program and develop long-term funding partnerships, particularly the NT Department of Education and schools.
  - Liaise with COOLmob staff to develop environmental education materials and classes.
  - Investigate options for creating a sustainable living centre in Darwin, with a focus on collaborating with the George Brown Darwin Botanic Gardens to enhance the role of the Ecohouse and permaculture plots.

## Skills and expertise

The Sustainability Officer requires the following knowledge, skills and expertise

- Experience in creating and managing events, particularly large events



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- A personal commitment to, and knowledge of, sustainable living
  - Ability to partner with diverse organisations to achieve sustainability
  - An ability to work with minimal supervision and manage to tight timelines
  - Skills in communication and education, preferably with school age children
  - An aptitude for seeking and securing sponsorship and grants
  - Experience in managing budgets and writing report acquittals



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## Annex 1. Information about the Environment Centre NT

### Who we are

The Environment Centre NT is the peak community sector environment organisation in the Northern Territory, Australia. The Environment Centre NT has been working to protect the environment since 1983.

### Our mission

#### The Environment Centre NT works to

- protect and restore biodiversity, ecosystems and ecological processes,
- foster sustainable living and development, and
- cut greenhouse gas emissions and build renewable energy capacity.

### Our values

The Environment Centre NT achieves its mission through our:

- commitment to protecting nature, living sustainably and creating a safe climate
- passion and determination
- support for the power of communities and individuals to drive change
- independence from governments, political parties, business & industry, and donors
- support for the rights and aspirations of the Territory's Indigenous peoples to sustainable development
- compassion and respect in dealing with others
- professional advocacy and projects informed by science and Traditional Ecological Knowledge.

### How we work

The Environment Centre NT works by

- advocating for the improvement of environmental policies and performance of governments, landholders, business and industry;
- campaigning for pro-environment policy and funding commitments from all parties and candidates during election campaigns,
- partnering on projects and campaigns with conservation and climate organisations, governments, Indigenous organisations, community groups, businesses, and landholders;
- raising community, government, business and industry awareness about environmental issues and assisting people to reduce their environmental impact;
- supporting community members to participate in decision making processes and action;
- recognising the rights, aspirations, responsibilities and knowledge of the Territory's Indigenous peoples; and,
- acknowledging that environmental issues have a social dimension.

### Where we work

The Environment Centre NT works on campaigns and projects across varying geographic scales depending upon our capacity, opportunities for partnerships with other organisations, threats, and the presence of



other NGOs with the capacity to address threats. In broad terms, we address the following issues at these scales:

- Global – global threats such as climate change, by urging community members to take part in actions to pressure global leaders to take strong action
- Australia – national issues, such as reforming and implementing federal laws and programs, initiatives progressed by the Council of Australian Governments and Ministerial Councils
- Northern Australia – on threats and opportunities which are best addressed through pan-northern processes and partnerships, often by collaborating with environment organisations based in Queensland or Western Australia, or national or international NGOs focussing on the north.
- Northern Territory – legislative reforms, policies and programs relevant to the whole of the Territory, often in partnership with the Arid Lands Environment Centre in Alice Springs.
- Top End – many of our campaigns and projects focus on the Top End, including land clearing, water management, and protected areas.
- Greater Darwin – some campaigns and projects largely focus on this area due to the presence of the vast majority of the Territory’s population in the Darwin-Palmerston-Rural Area region, threats posed by urbanization and industrial development, and opportunities presented by changing the behaviour of many householders. This region is the focus of the COOLmob project, campaigns to protect Darwin Harbour, renewable energy production and emissions abatement.