

Position Description

Community Projects Manager



The Alternative Technology Association (ATA) is a not-for-profit organisation that exists to enable, represent and inspire people to live sustainably in their homes and communities.

Established in 1980, the ATA provides expert, independent advice on sustainable solutions for the home to households, government and industry. ATA has over 5500 members across Australia walking the talk in their own homes. ATA also conducts research on sustainable technologies and practices and advocates to government to make it easier for other Australians to live sustainably. ATA are the publishers of two leading magazines on sustainable living *Sanctuary: modern green homes* and *ReNew: technology for a sustainable future*.

A dynamic organisation in an increasingly high profile and rewarding field.

Position Name:	Community Projects Manager
Employment Basis:	12 month contract
Number of Hours per Week:	15 to 22.5 hours (2 to 3 days per week. To be determined as part of recruitment process.)
Remuneration:	ATA classification 5
Reports to:	Policy & Research Manager
Supervision:	No direct staff reports but supervision of sub-contractors and volunteers.

Role Description

This role is responsible for managing the ATA's on the ground activities, addressing issues of energy poverty and equity in East Timor and Australia. The Community Projects Manager works with ATA's project partners to raise funds and design, implement, monitor and evaluate solar projects in remote communities in East Timor and other locations as identified with project partners.

The manager is responsible for overseeing and managing these projects in East Timor and Australia and for liaising with a number of key stakeholders, and developing future projects, programs and partnerships.

This position is based in Melbourne, Australia and will require overseas travel with up to six weeks per annum spent in East Timor depending on activities.

Specific Duties

Primary responsibilities include:

- Project manage existing projects and program roll-outs.
- Maintain existing partnerships and cultivate new ones, including working with volunteers, professionals, project partners, donors and other stakeholders.
- Development of the ATA's energy poverty program.
- Secure funding for future projects and the ongoing funding for the role.
- Oversee development of ongoing monitoring and maintenance programs.
- Produce and maintain project documentation/reports to capture and share lessons learnt.
- Research and develop new projects/programs involving energy poverty.
- Working with the Media and Marketing Manager to develop marketing and communications materials.
- Represent the ATA in external forums, acting as an internal and external focal point for energy justice issues.
- Assist the Policy & Research Manager to manage the ATA's energy poverty budget.
- Other duties, as directed.

Required Skills & Qualifications

- Ability to work with a variety of stakeholders in a challenging cross cultural environment: including: volunteers, consultants, NGOs, government departments and officials.
- Excellent communication skills, including interpersonal and cross-cultural communication skills.
- Demonstrated experience in developing and implementing projects.
- Excellent project management skills including planning, budgeting, reporting, personnel and time management.
- Experience successfully developing and submitting funding and grant proposals.
- Preferable: Experience in a developing country environment, particularly East Timor.
- Preferable: Technical knowledge of solar power or renewable energy systems.
- Preferable: Qualifications in International Community Development or Renewable Energy.
- Favourable: Tetun language skills.