



Position Description

MASG Project Officer – Waste Less

Note: This is a paid contract position

About the Mount Alexander Sustainability Group (MASG):

MASG is a beacon for sustainability in the region. We lead and innovate by:

- Advocating and campaigning
- Demonstrating with our priority projects that change is possible
- Building knowledge by providing an information hub and education service
- Acting as a community catalyst and enabler
- Building strong alliances and working in partnership with like-minded bodies

We are a non-profit, membership based organisation with DGR status. Our main resources are our members, staff and volunteers and their inestimable knowledge, experience and generosity in giving their time and expertise, networks and money.

Our priority focus is energy – renewable energy, clean energy and energy efficiency. MASG also supports broader sustainability activities in which members are interested, such as food production, transport and waste. Enabling activities and building community capacity is a part of this support.

MASG's commitment to community development and leadership is reflected in its non-hierarchical structure. A small Committee of Management (CoM) is responsible for the accountability of MASG employment, funding and budget and strategy.

About the Project:

Waste Less is a project of MASG funded by Mount Alexander Shire Council to survey businesses in the municipality to find participants for the project by identifying and contacting those with wastes with potential for reuse in the community. The project incorporates an education component around benefits to business as well as the environment, and promotion of the available waste material to the broader community once the data has been collated.

The success of the project will be measured against estimated volume of material diverted from landfill, the uptake of businesses allowing people to claim their waste materials, and the profile of Waste Less as a vehicle for behaviour change in our community as demonstrated by use of online listings (via website traffic), traction on social media and ongoing use of the resource beyond the funded period.

About the Position:

The Waste Less Project Officer works to develop and maintain the Waste Less project from the ground up, establishing relationships in the business community in Mount Alexander Shire that will supply wastes to householders and community groups. The project officer will collate and promote the waste available via a new section on the MASG website including a social media campaign. The project officer will work from MASG office at 325 Barker St and remotely as needed.



Work Responsibilities:

- Develop and implement business survey to capture data on available wastes in Castlemaine, Newstead, Taradale and Maldon and engage businesses in project.
- Contact relevant community groups, schools and householders to map market need.
- Establish links between groups and businesses where possible directly.
- Collate and matrix data for website design and deliver to designers.
- Developing and implementing communications plan.
- Build community support for the project via networking with business and community groups, and creative use of social media:
- Organising and resourcing launch of website.
- Organising and managing competition including sourcing sponsorship – most innovative use of waste from a business gets a prize!
- Research case studies of innovative and fun waste reuse for social media and run online campaign to synch with launch.
- Participating in presenting the project to key community groups at meetings and events.
- Create opportunities for community feedback in order to measure local attitudes to waste reclamation, reuse and recycling in the region.

Key selection criteria:

- Excellent oral communication and interpersonal skills with the ability to communicate with a range of audiences.
- Experience working with small business engagement and fundraising.
- Established skills in using a range of social media platforms for communication and campaigning.
- Excellent computer and keyboard skills together with demonstrated experience in the use of MS Office applications and record management.
- Good organisational skills and the ability to work accurately within specified time frames and adopt flexible work practices.
- Ability to work independently, participate effectively and successfully in a team environment and develop collaborative working relationships.

Personal Qualities:

- Keen and able to work in a culture that is respectful, competent, creative, diverse, inclusive open and transparent
- Ability to organise self and others
- Knows how to work independently and within a team
- Personable and helpful manner
- A low stress “can do” attitude
- Initiative, accountability and enthusiasm

Accountability

The employee will be accountable to the Committee of Management through the Committee's delegate. The employee will however also work closely with other Committee and MASG members and paid and unpaid workers. The Employee is required to attend weekly Operations meeting.



General Duties as per MASG employees

MASG's wage parity policy recognises that all MASG staff share responsibility for achieving good outcomes for the organisation, and are committed to the long term viability of MASG and sustainability in the region. To this end, the employee, in addition to project duties, will also:

- Uphold MASG's reputation through fulfilling responsibilities with honesty and integrity
- Promote MASG through the professional implementation of projects and through networking done as part of your job,
- Help to support MASG's culture of respect, openness, diversity, creativity, competence, inclusiveness, accessibility, and transparency.
- Be prepared to share thoughts and provide input into planning the long-term strategic direction of MASG.

Conditions of Appointment (see the contract of employment for more details)

Hours: 1 day of 8 hours each week (8 hours/week) for seven weeks or 4 hours per week for fourteen weeks.

Pay rate: \$37.00 per hour.

Length of contract: Expires at end of funded period, 30 September 2014

Reports to: MASG Coordinator or delegate for work assignment and priorities. MASG Chair for employment conditions.