



VIC/TAS State Coordinator - Position Description

The VIC/TAS State Coordinator contract position has a primary function as the key contact for the VIC and TAS organics recycling industry and acts as a conduit for VIC/TAS state-based industry issues through to the AORA national office (via the National Executive Officer).

Reporting to the VIC State Committee/Chair (on all AORA VIC matters) and to the National Executive Officer (AORA TAS matters/ AORA national matters), the role is a hybrid comprising both VIC/TAS state and national responsibilities at a total of 70 hours/month (VIC/TAS @ 50 hours/month + National @ 20 hours/month).

Duties – VIC @ 40 hours/month + TAS @ 10 hours/month

- Design, manage and deliver AORA VIC/TAS events including member meetings, field days, etc. in line with the National Calendar and membership requirements.
- Grow the AORA membership within VIC/TAS.
- Proactively seek out opportunities to grow AORA sponsorship in VIC/TAS.
- Manage relationships with AORA members across VIC/TAS.
- Manage relationships with AORA state sponsors in VIC/TAS.
- Proactively seek out and manage grant applications to support the operations of AORA in VIC/TAS.
- Deliver administrative and governance support to the AORA VIC Committee, including the development of meeting agendas and minutes and other duties as required by the VIC State Committee/Chair.
- Develop the VIC/TAS state budget annually in consultation with the AORA National Executive Officer.
- Proactively manage internal and external communications for AORA VIC/TAS in a timely manner.
- Develop and maintain strong relationships with key VIC/TAS state government departments and agencies/personnel including in VIC, the Department of Energy, Environment and Climate Action (DEECA), Recycling Victoria (RV), Sustainability Victoria (SV) and VIC EPA.
- Develop and promulgate State policy and position papers to positively influence government, in line with AORA national policy.
- Manage all VIC/TAS state-specific projects (i.e., VIC MATS Project).
- Coordinate delivery of VIC/TAS components of AORA national strategies.
- Contribute to AORA national projects as directed by the National Executive Officer.
- Other duties as directed.

Duties – VIC State Coordinator National (@ 20 hours/month)

- Grow the AORA membership nationally as strategically directed/targeted by the National Executive Officer and the National Coordinator.

As this is a contracted role with the Australian Organics Recycling Association, to be considered, you must:

- ✓ Have access to a suitable home office work environment.
- ✓ Be able to provide your own equipment (mobile phone, computer, printer, etc.).
- ✓ Have your own motor vehicle and Australian drivers licence.
- ✓ Hold an Australian Business Number (ABN).
- ✓ Hold professional indemnity insurance and public liability insurance.