



Waste Aid work alongside Aboriginal communities to leverage their own skills and expertise to co-design and deliver waste solutions on their own land.

Positions Vacant

Business Manager

45 hr fortnight (3 days per week).

Remuneration Value - \$69 043pa

To develop and manage Waste Aid with a focus on enterprise development; corporate, government and community negotiations; and ensuring financial sustainability.

Community Resources Limited has offices in Bellambi, Port Kembla and Tuncurry – the ideal applicant will be Illawarra based and work from the offices from Community Resources' Green Connect enterprise (or home-based office).

Duties:

- Develop and maintain an annual strategic plan and budget (ensuring expenditure and income is aligned to budget)
- Prepare plans, submissions, proposals and tenders for project funding
- Ensure all project reporting to partners and funders is completed in accordance with funding agreements
- Negotiate with government, funders, other stakeholders and agencies
- Advocate for and on-behalf of Aboriginal communities in need of waste management and/or education services
- Maintain existing and build new working relationships with Aboriginal community members and governance bodies and investigate opportunities to deliver strategic alliances with project partners
- Monitor and evaluate the effectiveness of projects, services and activities
- Manage and mentor project personnel
- Develop and expand WasteAid's products, services and customers
- Manage WasteAid efficiently and in accordance with the policies of the Organisation, WHS and environmental legislation and sound personnel and environmental management policies

Knowledge, Skills, Qualifications and Capabilities:

- Knowledge of the strategic, political and funding context available for Aboriginal communities
- Knowledge of the waste industry, legislative and governance structures
- Experience liaising with leaders in governments and corporate environments
- Cultural competency in negotiating with and advocating for Aboriginal communities and their leaders
- Advanced problem solving and communication skills
- Strength of character to deal effectively with difficult and complex issues
- Supervision, direction and coordination of staff
- Negotiations and contracts
- Sales and marketing
- Sound finance control and management
- Preparation and revision of plans, budgets, submissions and proposals
- Operational planning, implementation, evaluation and reporting experience
- Internal information management systems and MS Office products
- The WasteAid Manager will be required to be reasonably contactable at all times.
- The WasteAid Manager will need to be available for travel as required.

Senior Project Officer

60 hr fortnight (flexibility in delivery of hours will be required to meet remote project work demands).

Remuneration Value: \$73 872pa

To develop, manage and deliver projects that assist WasteAid Australia to achieve its Mission, with a focus on community engagement and education, program development, delivery and reporting.

The position involves a balance of office-based and remote regional work. Community Resources Limited has offices in Bellambi, Port Kembla and Tuncurry – the ideal applicant will be Illawarra based and work from the offices from Community Resources' Green Connect enterprise. Candidates based in other regional areas mentioned above will also be considered.

Duties:

- Develop and maintain an annual strategic plan and budget (ensuring expenditure and income is aligned to budget)
- Prepare plans, submissions, proposals and tenders for project funding
- Ensure all project reporting to partners and funders is completed in accordance with funding agreements
- Negotiate with government, funders, other stakeholders and agencies
- Advocate for and on-behalf of Aboriginal communities in need of waste management and/or education services
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How to apply for an advertised role with Community Resources

Thank you for your interest in working with Community Resources. To ensure we can accurately assess your application, please submit:

A cover letter outlining the position you are applying for. If you are emailing your application, the message in the email would be regarded as the cover letter and you would write the role you are applying for in the Subject line.

A Statement Addressing the Selection Criteria is a document where you list and address the required knowledge, skills, qualifications and capabilities listed in the Position Description (Point 6). In addressing criteria, use short sentences and or bullet points to provide relevant and credible examples of how you meet each individual criterion.

An up-to-date resume.

Postal applications are to be sent to:

Confidential: Position Name
Waste Aid
C/- Community Resources
PO Box 250, TUNCURRY NSW 2428

Email applications to:

kbanks@glcr.org.au
Subject line to include: Confidential: Position Name

Applications close: COB, 20 September 2018

Other information:

Finding out about the organisation may assist in developing your application. The following webpages give further information about Community Resources including its most recent Annual Report:
www.glcr.org.au

Waste Aid has a dedicated webpage at <http://wasteaid.org.au>