

CANA MEMBER COORDINATOR SELECTION CRITERIA

Title	CANA Member Coordinator
Status	Part time: 3-4 days per week 3 days pw core position, 4 days pw if conference organisation included
Remuneration	\$45,000 - \$60,000 per annum (depending upon experience), Pro rated to 3 to 4 days per week plus superannuation (9%)
Reports to Supervision	Executive Officer Volunteers, Contractors
Period	12 month contract, with a view to extension, funding permitting

Key Accountabilities

Committed to effective civil society collaboration on climate change, you will be crucial to the success of CANA. You will keep CANA Members up to date with the latest domestic developments on climate change, and liaise with CANA Members on policy and campaigns, coordinating joint policy development where required. Representing CANA in public forums, you will actively seek to broaden the CANA Membership. You will be responsible for updating the CANA website and producing CANA newsletters and other materials. You will undertake some fundraising for CANA. There is an option for you to coordinate the annual CANA Conference and hence work 4 days per week.

Membership Coordination

- Keep in constant contact with CANA Members, and ensure they perceive value in CANA Membership.
- On issues deemed important by the Executive Officer/Steering Committee facilitate agreement between members on policy issues
- On issues deemed important by the Executive Officer/Steering Committee coordinate working groups of CANA Members.

Communication

- Ensure CANA Members are kept up to date with important climate change developments, through newsletters, member website, and individual communication with members
- Keep the CANA website current.

Annual Conference

- Seek input from CANA Members into annual conference.
- Plan program for annual conference to meet objectives of CANA.
- Manage annual conference (3 days role) OR manage Conference Coordinator (4 days role)

Membership Development

- Recruit new members to expand the organisations engaged in climate change campaigning and to better position CANA to influence decision makers.

Campaigning and Advocacy (on issues identified of importance by Executive Officer/Steering Committee)

- Represent CANA in relevant forums.

Fundraising & Resourcing

- Maintain and grow the base income, including but not limited to grants, special events, and other major donor work
- Sustain and recruit membership and membership income

Project Management

- Work with CANA Members and Steering Committee to identify projects that will benefit the entire network
 - Seek funding for projects
 - Where possible, run projects internally. Where internal resources not sufficient, engage and manage external contractors to undertake project.
 - Ensure CANA Members input into project, and that project results rolled out effectively across CANA Members.
-

Knowledge, Skills & Experience Required

Essential

- Exceptional communication, negotiation and facilitation skills
- Experience in managing a multi staker holder environment
- Ability to prioritise work amongst competing projects
- Willingness to fundraise
- Project management experience
- Knowledge of climate change issues
- Basic website/HTML skills (or willingness to learn)

Desirable

- Ability to develop and deliver effective programs to make change
 - Event management experience
 - Working knowledge of current programs of CANA and its members
 - Demonstrated commitment to the goals of CANA and its members
 - Sophisticated understanding of current political, societal, commercial, and environmental context of climate change issues
 - Experience in working with NGOs
 - Demonstrated commitment to the principles of EEO and OHS
-

Conditions

- Whilst primarily based in the CANA Sydney office, some working from home will be required.
 - A laptop and mobile phone will be provided.
 - Leave loading will not be paid.
 - In general provision will be made for time off in lieu of overtime worked, with prior approval from the Executive Officer. In exceptional circumstances, or for specific projects, overtime may be paid with prior approval from the Executive Officer.
 - Sick leave, annual leave and public holidays will be pro rated to hours worked.
-

Selection Criteria

Our selection criteria will be based on the knowledge/skills required, please address your application, in no more than 3 pages, against each of the Knowledge, Skills & Experience Required dot points, and attach your resume.

All applications via email to the Executive Officer, coord@cana.net.au by 5pm 21 April.