


Position title	 Natimuk Community Energy Solar Farm Project Coordinator
Award	Social, Community, Home Care and Disability Services Award 2010
Salary	Community Development Worker Class I Level 6 Level 1 \$86,060 (0.3 FTE)
Employment type	Part-time
Hours per week	1.5 days per week (other hours may be required)
Reports to	Sue Newall (Centre for Participation) Project Reference Group member
Position Location	Natimuk
Position holder	Vacant

Position summary

Natimuk Community Energy's (NCE) vision is to work with local residents to source 100% of the community's electricity needs from renewable power sources by 2030. NCE will employ mature technological solutions and develop community awareness initiatives to work towards this aim. The NCE Solar Farm Project will focus on the pre-construction phase of a community-owned solar farm of 1.45 to 1.6MW in the Natimuk Area.

The Natimuk Solar Farm project will:

- provide the community with a facility capable of producing the equivalent amount of electricity that Natimuk uses;
- incorporate options to enable the community to own this asset, and to reap the benefits of locally produced electricity;
- demonstrate how a small rural community can own and operate a facility of this kind; and
- create a model for other small rural communities to use themselves.

This project was developed from a community led initiative, starting in 2007 with the Community Building Initiative run by the Horsham City Council. Following community consultation events in March 2016 and May 2017, a solar farm was settled on as the best option for Natimuk, and feasibility studies for size, site and investment options were detailed under the N-CORE Project. The

current project, for the pre-construction phase, is funded through a New Energy Jobs Fund Funding Agreement from the Department of Environment, Land, Water and Planning. This position is subject to meeting the milestones as per the funding agreement.

Key responsibilities

NCE Solar Farm is a project funded by the State Government of Victoria through the New Energy Jobs Fund. The Project Coordinator will take direct from the Chairperson of Project Reference Group Over sixteen months the project will:

- Fund the pre-construction phase of the solar farm and establish the design and operational parameters for the solar farm.
- Prepare an implementation plan including approvals for the construction of a solar farm of 1.45 to 1.6MW with the intent of being majority community owned, and a community led project. It will obtain all the statutory approvals required for the solar farm. These approvals include land use and development approval from Horsham Rural City Council, and grid connect approval from Powercor. The project will also canvas power purchase agreements and prepare a business case/investment prospectus to be utilised to attract funding for construction.
- Establish a skills-based board to take the solar farm project to construction and operation.

Key outputs of this project include:

- Finalisation of necessary regulatory approvals for the Natimuk Community Solar Farm;
- Grid connection study and grid application approval;
- Establishment of the legal entity and board for the Natimuk Community Solar Farm;
- Detailed design and development of site construction tender specifications;
- Operational Plan for the solar facility;
- Negotiation of power purchase agreements; and
- Development of financial model and market prospectus as well as attraction of funds for construction of the Natimuk Community Solar Farm.

The project will employ a 1.5-day per week (.3 EFT) Project Coordinator, who will work with the Project Reference Group to achieve the project's goals as detailed in the Project Funding Agreement.

The NCE Solar Farm Project Coordinator will be responsible for the day to day running of the project. This includes undertaking administrative duties, ensuring compliance with the project plan, providing support to the Project Reference Group, as well as the following duties:

Prepare an Implementation Plan for the Solar Farm, including construction and grid connect approvals and an initial business case/investment prospectus.

Assist the PRG to establish a skills-based board to take the solar farm project to construction and operation.

Create and maintain accurate and detailed project records including agendas and minutes, press and media releases, and financial and other records required to complete the project acquittal.

Prepare ongoing Progress Reports and the Final Report in accordance with the timeframes set out in the Project Funding Agreement.

Undertake all financial, administrative, compliance, and legal requirements to ensure the project is successfully delivered in compliance with the Project Funding Agreement

Activities

- Work under direction of the Project Reference Group
- Report project progress and milestones to the Project Reference Group
- Fulfil all obligations of the project under the Funding Agreement
- Provide accurate documentation of all project activities and project milestones
- Promote the project through print and electronic media as applicable
- Liaise with other community energy groups
- Manage contracts with project consultants if required
- Ensure all financial, administrative, compliance, and legal requirements of the Project Funding Agreement are delivered
- Undertake project evaluation. This could include collecting data and carrying out interviews.

Key responsibilities

Essential

1. Demonstrated project management expertise and experience, preferably in the Not For Profit, community development, or community enterprise field.
2. High level planning and organisational skills.
3. The ability to identify and solve problems.
4. Demonstrated sound financial management of program or project budgets, including experience managing contracts.
5. Excellent written and oral communication skills, including strong report writing skills, and accurate record keeping with high attention to detail.
6. Demonstrated ability to work autonomously with minimal supervision, with the ability to prioritise workload.
7. Strong interpersonal skills with the ability to influence groups and work as a part of a team.

Position description Project Coordinator – fixed term

8. Excellent computer skills including high level of competence in applications such as Microsoft Word, Excel, email software and social media
9. A current Victorian driver's license.

Desirable

1. Enthusiasm for protecting our environment
2. Knowledge and/or experience of working within the community energy / renewable energy sector
3. Demonstrated experience working with volunteer committees and/or volunteers.

Personal attributes

- Creative and innovative
- Collaborative and supportive
- Flexible.

Conditions of employment

- The position is fixed term and is subject to continued funding.
- All terms and conditions of employment are in accordance with the Social, Home Care and Disability Services Industry Award 2010 and the National Employment Standards.
- The employee agrees to abide by all health and safety rules and requirements, policies and procedures of the employer that may be amended from time to time.
- This appointment is subject to: Current police check, and Current Working with Children Check

Chief Executive Officer review and approval:

I have reviewed and approve the above position description

Signature: _____ Date: / /

Julie Pettett, Chief Executive Officer

Employee statement

I have read, understand and agree to the above position description

Name:

Signature: _____ Date: / /