

Project Manager - Community Development

Position Description

Position Overview

Community Power Agency (CPA) is seeking a dedicated Project Manager with a focus on community development to spearhead initiatives, manage projects, and foster community engagement in the renewable energy sector. This role requires exceptional project management skills, experience in stakeholder organising, and a passion for driving positive change through partnership and collaboration. The successful candidate will play a pivotal role in empowering communities to participate in and benefit from the transition to clean energy while ensuring the successful execution of CPA's mission.

About Community Power Agency

Established in 2011, Community Power Agency (CPA) is a leading organisation supporting communities to engage in and benefit from the transition to renewable energy. We are a not-for-profit organisation with a mission to drive a faster and fairer transition to clean energy. We believe all Australians, regardless of where they live or what they earn, should have the right and the opportunity to participate in the clean energy transition, and by involving them we build the strong groundswell of support needed to facilitate a rapid transition to a clean energy future. CPA is a registered charity with Deductible Gift Recipient status.

Our small dynamic team delivers advocacy, innovation, advice and capacity building to achieve our mission. We are a radically different organisation as a workers co-operative with both advocacy and fee-for-service work streams. We specialise in supporting communities to navigate the complex process of developing their own clean energy projects and focus on building capacity within communities, industry and government while fostering collaboration. We also work to address the systemic barriers facing the sector as a whole and play an active role in bringing socially-responsible, community beneficial business models into the Australian renewable energy market.

The role

Position: Project Manager - Community Development

Salary (FTE): \$91,650 per annum pro-rata plus 11% superannuation.

Location: Strong preference for proximity to Sydney or Melbourne, however Community Power Agency has a flexible approach to working, with all staff working remotely and for the right candidate we will consider outside of this area if able to travel to major cities when required.

Time Commitment: 3-5 days/week (22.5-37.5hrs/week). Must be able to work flexible hours including occasional evenings and weekends for community engagement events.

Contract Period: 12-month position, with the possibility of extension pending funding.

Travel: Regular domestic travel required, primarily within NSW and Vic.

Role responsibilities

- **Community Development:** Lead community engagement and partnership efforts to empower and mobilise communities in the renewable energy transition, including outreach, education, capacity building and advocacy efforts.
- **Project Management:** Manage projects from inception to completion, ensuring alignment with stakeholder needs and organisational objectives, including developing and maintaining timelines and budgets.
- **Event Organising:** Plan, coordinate, and execute community events, workshops, and meetings to facilitate dialogue, knowledge sharing, and collaboration among stakeholders.
- **Facilitation:** Facilitate meetings, workshops, and training sessions to empower community members and stakeholders, through inclusive and participatory approaches (both online and in person).
- **Public Speaking:** Represent CPA at public events, conferences, and forums, delivering engaging presentations and advocating for community-driven renewable energy initiatives.
- **Stakeholder Engagement:** Cultivate relationships with community groups, industry partners, government agencies, and other stakeholders to build coalitions, leverage resources, and advance shared goals.
- **Project Reporting:** Prepare regular reports on project progress, outcomes, and impact, ensuring transparency and accountability to stakeholders and funders.

Key attributes

- Genuine passion for community empowerment and engagement, demonstrated through previous experience in mobilising and inspiring communities to participate.
- Skills and experience in effectively managing complex projects, coordinating multiple stakeholders, and delivering successful outcomes within budget and timelines.
- Excellent communication and presentation skills, along with the ability to facilitate meetings, workshops, and public speaking engagements.
- Strong team player, capable of working collaboratively with staff, external partners, and community members to achieve common objectives and advance shared goals.
- Adaptable to changing circumstances and flexible in their approach to work, particularly in accommodating varying schedules and priorities.
- Willingness to travel and attend events regularly, including presenting on issues relevant to the organisation.
- Commitment to CPA's mission and values, with a passion for driving positive change in the renewable energy sector.

Our values and how we work

Community Power Agency is a workers cooperative – a business entity that is owned and controlled by the workers. Employees of the cooperative actively contribute to the direction the business takes. The work we choose to do and why, is directed by the employees – their shared values, hopes and visions – as well as by a mutual responsibility and care for the cooperative.

We strive for egalitarianism and share leadership within the organisation. As such, we all take responsibility for holding ourselves and each other to account. A key part of this commitment is our policy of pay equity. We believe that people are inherently of equal value, so instead of paying some people more, we have sought to share/redistribute responsibility, power and knowledge. Instead of a typical line of management we build people's capacity, skills and confidence through mentoring, working collaboratively, and opening up opportunities for passionate people to 'give it a go'.

CPA recognises that the way we make change is as important as the outcomes. We are supportive, honest and transparent in the way we work internally and externally. We offer flexible and remote working options, and pro-rata public holiday leave (so regardless of whether your normal work day falls on a public holiday you receive the pro-rata additional leave). As a nimble, dynamic and dispersed team, we put energy into remaining connected. We invest in getting together face-to-face twice a year to evaluate, strategise and connect as a

team. We are continuously improving our way of operating to remain adaptable in a rapidly evolving sector.

People that will thrive in CPA are

- Motivated by values & mission for positive change
- Highly self motivated
- Enjoys diversity of tasks and projects in their work
- Enjoy collaboration both within our organisation and externally
- Community-focused
- Task orientated and organised
- Interested in modelling more democratic ways of working
- Reliable and can be counted on to deliver

Selection criteria

1. **Community Organising:** Previous experience in grassroots organising, community development, or advocacy campaigns, with a passion for engaging and mobilising diverse communities.
2. **Project Management Skills:** Proven ability to manage complex projects, coordinate stakeholders, and deliver results on time and within budget.
3. **Event Planning:** Experience in organising and facilitating community events, workshops, and meetings, with strong logistical and coordination skills.
4. **Facilitation and Public Speaking:** Excellent communication and presentation skills, with the ability to facilitate discussions, lead workshops, and engage diverse audiences effectively.
5. **Collaborative Approach:** Strong team player with the ability to work collaboratively with internal teams, external partners, and community members to achieve common objectives.
6. **Values:** Alignment with CPA's mission, vision, and values.

Desirable

- **Knowledge of Renewable Energy:** Familiarity with renewable energy technologies, policies, and community energy projects.
- **Digitally savvy:** Experience in Google Suite, Monday.com, Air Table, Canva and social media tools.

We encourage you to apply even if you don't have 100% of the selection criteria characteristics. A passion for the work and an eagerness to learn are the most important things.

How to Apply

Please submit your application through [our online form](#), highlighting your relevant experience and alignment with CPA's mission and values.

We encourage applications from individuals with diverse backgrounds, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, and LGBTIQ individuals.

To be considered for this position, applicants should have current working rights for Australia and a Class C Drivers Licence.

We respectfully request that recruitment agencies do not submit applications for this position.

Applications close at 5pm Monday 8th April 2024.

If you have any questions, please reach out: info@cpagency.org.au