



NSW/ACT State Coordinator - Position Description

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

Reporting to the NSW/ACT State Committee/Chair (on all AORA NSW/ACT matters) and to the National Executive Officer (AORA national matters). The role is budgeted at 40 hours/month although this may vary from month to month depending on activity.

Duties

- Deliver administrative and governance support to the AORA NSW/ACT Committee, including the development of meeting agendas and minutes and other duties as required by the NSW/ACT State Committee/Chair.
- Design, manage and deliver AORA NSW/ACT events including member meetings, field days, etc. in line with the National Calendar and membership requirements.
- Grow the AORA membership within NSW/ACT.
- Proactively seek out opportunities to grow AORA sponsorship in NSW/ACT.
- Manage relationships with AORA members across NSW/ACT.
- Manage relationships with AORA state sponsors in NSW/ACT.
- Proactively seek out and manage grant applications to support the operations of AORA in NSW/ACT.
- Develop the NSW/ACT state budget annually in consultation with the AORA National Executive Officer.
- Proactively manage internal and external communications for AORA NSW/ACT in a timely manner.
- Develop and maintain strong relationships with key NSW/ACT state government departments and agencies/personnel including the maintenance of a current contact list for key government stakeholders in NSW/ACT.
- Develop and promulgate State policy and position papers to positively influence government, in line with AORA national policy.
- Manage all NSW/ACT state-specific projects (i.e., NSW/ACT Bin Trim project).
- Coordinate delivery of NSW/ACT components of AORA national strategies.
- Contribute to AORA national projects as directed by the National Executive Officer.
- Other duties as directed.

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.