

We're recruiting an Operations Officer!

Responsible to: Operations Director, Coralie Fleming

Location: Melbourne

Employment Basis: Full time Mon-Fri

Salary: \$45,320- \$50,470 excluding super

About the Role:

The Australian Youth Climate Coalition (AYCC) is looking for a young person to join our operations team. The role will be an invaluable part of increasing the impact and reach of the AYCC and integral to ensuring we have the systems and processes needed in order to deliver high quality impact. This role will include supporting operations across the following areas: financial management, human resources, staff management and processes, governance, compliance and office management.

About the AYCC and Seed:

The AYCC is a non-profit, non-partisan organisation building a movement of young people to protect our future from climate change. We are Australia's largest youth-led organisation and one of the most effective organisations dedicated to tackling climate change, with 1400 volunteers nationally and more than 120,000 supporters. We have four major areas within AYCC:

- **Campaigns to solve the climate crisis** - we run campaigns to make sure Australia moves from fossil fuels to renewable energy as quickly as possible. Our campaigns include:
 - Stopping Adani's dangerous coal mine in Queensland from destroying our Reef and climate
 - Supporting the Port Augusta community with their campaign to replace their old coal stations with solar thermal
 - Campaigning for 100% renewable energy from the Government and Opposition
- **Seed Indigenous Youth Climate Network** - led by Aboriginal and Torres Strait Islander youth, this growing network is giving Indigenous young people the skills to Protect Country. Check out more at seedmob.org.au
- **Switched on Schools** - each year we educate, inspire and empower tens of thousands of high school students to create change. We do this through presentations, two day summits and then mentor students to lead their own campaigns to repower their school.
- **Climate Leaders Training program** - we give young people the information, skills, inspiration and support they need to lead climate campaigns in their community.

Our values:

Ambition, Justice, Resilience, Trust, Empowerment, Diversity

Who you are:

- You're a young person committed to solving the climate crisis
- You have a passion for systems and processes that allow organisations to thrive
- You care about people and making their work easier through efficient processes
- You've got an eye for detail and can get things done in a fast paced team
- You're a problem solver - if you don't know how to do something, you'll seek out the best solution and get it done, and you're always willing to learn new things.

What you'll do:

- **Finances** - liaising with our financial team and project managers to manage our budgets, increasing the financial literacy of our team, creating solutions to improve our budget processes and bank account admin
- **Human Resources** - support the development and implementation of HR policies and procedures, inducting new staff, support on the recruitment process

- **Governance and compliance processes and procedures** - Drafting reports to governing bodies, maintaining and updating licenses and insurances, implementing our compliance with laws and regulations
- **Office management** - managing our state based offices to ensure a happy staff team, managing the logistics of our Melbourne office move

This role would work closely with all members of the staff team to implement operational policies and processes across the organisation.

Core competencies:

- Demonstrated experience in financial or budget management
- Experience in governance and compliance
- Experience in office management
- Excellent written and verbal communication skills; ability to clearly share ideas and influence people through your writing and speaking
- Experience in project management or project support
- Ability to manage competing priorities, and capacity plan for your staff team
- An eye for detail
- Ability to work effectively with a high degree of autonomy and accountability; self motivated and can demonstrate initiative
- Energetic with a can-do attitude

Even if you only meet some of these requirements, but you think you're the best person for the job and are ready to learn, we're keen to hear from you. The role will be developed to meet the skills and experience of the right candidate. We are looking for someone with at least 1 year experience. We will require a police check for this position.

How to Apply

Candidates should submit via email:

- A cover letter of no more than 2 pages addressing experience and competencies above
- A CV of no more than 2 pages

The AYCC is a youth-led organisation with all staff and core volunteers under 30 - as such, we seek applications only from those under 30. Applications should be addressed to Coralie Fleming, Operations Director at application@aycc.org.au using the subject line Operations Officer application, applications close midnight 8th September 2019 for interviews late the following week.

For any questions regarding this position, contact: Coralie Fleming at coralie@aycc.org.au.