

Project Manager - Climate Care Program Job Description

Job Title	Project Manager - Climate Care Program
Salary	\$80,000 - \$95,000 (dependent on experience) plus 10% superannuation
FTE	1 FTE. Will consider 0.8 for an exceptional candidate.
Duration	12 month contract with the likelihood of extension, dependent on funding
Location	Flexible. Some minimal travel requirements for key events such as strategy days and conferences.
Key Relationships	Reports to: CEO Manages: - Product Development Manager - Climate Care. - Project Coordinator - Climate Care. <i>(Both these roles are temporary. The new Project Manager and the CEO will need to decide if they are extended.)</i> Works alongside: Team Assistant. Community Engagement Manager Supervises: Climate Care volunteer team Other: A Board deeply invested in the success of VfCA
Other	Work hours are flexible and will include at least one fortnightly evening Zoom meeting. Time off in lieu is encouraged.

ABOUT VFCA

Vets for Climate Action (VfCA) is a fast growing climate organisation formed in late 2019. We have six staff (including this hire), approximately 50 highly engaged volunteers from the veterinary profession, and over 1,500 members around the country. We inspire vets, vet nurses and the community of animal lovers around them to help Australia make progress tackling one of the biggest threats to Australia's animals - climate change.

Our mission: We mobilise the veterinary profession and broader animal care community to tackle the climate crisis within and beyond our sector.

Our approach: We help veterinarians, vet nurses and everyone who works in the animal care industry to reduce the emissions of their workplace - from small vet clinics to big pharmaceutical companies. We provide opportunities for veterinarians, veterinary support staff and the broader animal care community to advocate for policies to reduce Australia's climate pollution at local, state and federal levels. We support our members to educate and engage people within their own circles of influence - encouraging others to advocate for climate action outside the usual bubble of people who already care.

[Read our Strategic Plan to learn more.](#)

THE ROLE

Are you a talented professional with a love of animals and a deep concern about climate change? Could you lead a team of people to develop, promote, monetise, and deliver an educational product that helps veterinary practices reduce their emissions and improve their environmental sustainability?

Are you happy to roll up your sleeves and get things done, whilst equally comfortable in delegating effectively to team members?

VfCA is developing the Climate Care Program. This outreach project will train veterinary teams across Australia to reduce their emissions and improve their environmental sustainability. It will also introduce more veterinary teams to the impacts of climate change on animals and how they can use their influence to advocate for climate action.

We're looking for a multi-talented person who will:

- Take responsibility for the success of the entire project
 - Promote the program to veterinary practices through exceptional marketing
 - Help to shift the culture of the veterinary profession towards environmental responsibility
 - Secure substantial funding from corporate sponsors
 - Lead a volunteer team and staff members to deliver a high quality educational program
 - Ensure the project aligns with VfCA's broad strategic plan.
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CORE COMPETENCIES

1. **Project Management.** You have a proven track record of delivering projects from inception to completion. You are adept at creating an overall strategy, setting timelines, meeting key deliverables, managing budgets and inspiring those you work with along the way. Ultimately, you get results.
2. **Stakeholder management.** You have a flair for developing and nurturing strong relationships with a diverse range of stakeholders, from business owners to professional associations.
3. **Marketing, fundraising and / or sales.** You have experience in and a deep appreciation for monetisation strategies. You have a proven ability to sell a product and / or help an organisation grow financially.
4. **Corporate engagement.** You have the ability to identify corporate sponsorship opportunities, create frameworks for engagement and ultimately monetise their participation.

5. **Communication.** You are a strong written and verbal communicator with the proven ability to resonate with people from a wide array of backgrounds. You understand the power of digital communication.
6. **Initiative:** Ability to work autonomously, demonstrate initiative and problem solve. Able to take control of the Climate Care Program, achieve its goals with minimal supervision.
7. **Resourcefulness.** You welcome the opportunity and challenge of working in a small organisation with limited resources. You're excited to work for a volunteer driven organisation which deeply values their input and time.
8. **Leadership.** Able to lead, inspire and support others to achieve goals. Knows when to allow people autonomy over their work and when to step in and make decisions.
9. **Passion.** You are passionate about animals, sustainability and action on climate change.

Experience in the following would be highly regarded:

- Veterinary practice, veterinary nursing and / or animal care
 - Climate change and / or environmental sustainability
 - Campaigning, advocacy and / or lobbying
 - Delivering training courses and / or in education.
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STAFF BENEFITS

- 20 days Annual Leave per year
- An extra 4 gifted days Annual Leave over the Christmas period
- 10 days Personal Leave per year
- Time off in lieu (TOIL) is offered and encouraged to be taken
- Access to regular training, webinars and development opportunities from experts in the climate campaigning and veterinary sectors
- The freedom to work from anywhere in Australia (as long as you have reliable internet connection!)
- The opportunity to work on the most important issue of our time and make an impact on tackling climate change
- The opportunity to work at an organisation with a positive culture where everyone is treated with genuine kindness and respect.

MORE INFORMATION

- Read our [Strategic Plan here](#).
 - Read about the [Climate Care Program here](#).
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APPLY

- **Cover Letter** (max 2 pages).



- Outline why you are interested in this role and in VfCA.
 - Use the headings provided under 'Core Competencies' to structure your cover letter and use examples to show how your experience has built your skills in each of these competencies.
- **CV** (max 2 pages).
 - Include paid and unpaid roles that relate to the role, responsibilities and core competencies.

We value diverse experiences and perspectives to strengthen our team, strategies, and movement. We strongly encourage applications from First Nations people, people from culturally, racially and gender diverse backgrounds, parents and carers from all types of families, and people living anywhere in Australia. We offer some flexibility in working hours to fit your family, cultural and community commitments.

Please submit your application via the Ethical Jobs application portal.

If you have any questions, contact Alix Foster Vander Elst, CEO at jobs@vfca.org.au.