Background

The Carbon Market Institute is an independent industry association at the centre of business and climate action in Australia. We represent over 90 corporate and associate members from a diverse range of sectors, including emissions intensive industries, financiers, market solution advisers, professional services, and technology providers, among others. Our vision for 2050 is a prosperous, climate-resilient, net-zero emissions world.

CMI is seeking to employ a Project Officer – Member Initiatives, to join a passionate and dedicated team working with Australian businesses leading the transition to net-zero emission by 2050. The role will be responsible for the coordination and management of member initiatives and membership engagement and will suit a candidate with a minimum of 2 – 3 years demonstrated professional experience.

The role reports directly to the CMI Executive and will ideally be based in Melbourne. The position is four or five days per week (negotiable) with 2 days dedicated to CMI’s Soil Carbon Taskforce initiative.

Role details

The primary purpose of this Project Officer role is to support CMI key membership related initiatives, contribute to CMI’s membership management, CMI’s Soil Carbon Taskforce and support in the coordination and delivery of other CMI projects and events. The Project Officer will engage with relevant CMI member contacts, keep abreast of relevant industry developments, and prepare materials that support CMI’s member initiatives.

Key responsibilities

| Programmatic Delivery – emissions reduction method development | • Support CMI Taskforces to progress outcomes and actions arising from meetings, working alongside Taskforce Chairs and relevant CMI staff, predominantly on CMI’s Soil Carbon Taskforce initiative. As needed, provide support with other CMI Taskforces (currently including Blue Carbon and Landscape Management).
• Gather market intelligence and information and develop materials that support the objectives of CMI Taskforces as required (e.g. Quarterly Soil Carbon Updates and briefing documents).
• Support carbon methodology development and enhancement, facilitating communication between CMI and its members, and relevant national and state government agencies. |
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| Membership management and relationships | • Assist with activities and requirements for engaging the CMI membership base and its broader stakeholders, field relevant membership related enquiries; and assist with the onboarding of new corporate and associate members.
• Maximise the operational function of CMI’s CRM database – manage and maintain CMI’s member contacts and broader stakeholder lists, update profiles and activity logs for key contacts, generate lists for mailings and prepare member reports as required by the CMI Executive.
• Support the engagement, retention, and growth of CMI’s Professional Network Membership and overall delivery of benefits. |
# Project Officer – Member Initiatives: position description

- Support the collation of information for CMI’s member communications and online content updates, including for the Members Portal.

## Services Contracts and Events
- Provide a range of logistical, administrative and project coordination services to support the delivery of key CMI projects.
- Support in the administrative coordination, planning and delivery of CMI’s Working Groups.
- Support in the coordination and delivery of CMI’s annual Australasian Emissions Reduction Summit and other key events such as the National Carbon Farming Industry Forum, carbon market seminars, workshops, webinars and other public engagements.

## Planning and operations
- Collaborate with the CEO and CMI Team to implement the organisation’s ‘Transition to Zero’ 2020 strategic plan and vision.
- Support the CMI Team in presenting CMI’s mission, programs, and services in a consistent, strong, positive image to relevant stakeholders.
- Actively advocate for the organisation, its beliefs, and its programmatic efforts.

### Selection Criteria

To be successful in this role, the ideal candidate will have the following skills and attributes:

- Minimum 2 – 3 years’ professional experience
- Tertiary qualifications in sustainability/climate change/agriculture (bachelor-level or higher) preferred
- Strong organisational skills and attention to detail
- Project management experience, with ability to prioritise and work across multiple tasks
- Experience with CRM databases and management systems (Salesforce or equivalent)
- Well-developed skills in Microsoft Office applications (Word, Excel, Outlook)
- Excellent communication skills and ability to manage relationships and build rapport
- Excellent report writing skills and ability to synthesise information clearly
- Ability to work autonomously within a team based working environment
- Previous experience. and/or a demonstrable interest, in climate change, emissions reductions, carbon farming and/or sustainable/regenerative business (including agriculture) practices.

### How to Apply

Please send your application (CV) and a cover letter addressing the selection criteria to: gloria.karaiskos@carbonmarketinstitute.org by Monday 21 December 2020.