

**Role Title: ENVIRONMENTAL SUSTAINABILITY LIAISON**

**Department: ENGINE ROOM**

### **Role Summary/Purpose:**

The Environmental Sustainability Liaison acts as a conduit between the Burning Seed organisation and the community on issues relating to environmental sustainability. The role exists to provide a platform for community members to engage with the Burning Seed organisation regarding environmental sustainability initiatives and projects, in order to facilitate a cohesive approach to identifying and solving these issues. The focus of this role is to facilitate the strategic direction for environmental sustainability at Burning Seed.

### **Major projects for 2019:**

- Set direction and develop the scope of this new role
- Develop policies, procedures, templates or any other documents required in setting up this new role
- Gather a team, if required/desired
- Spend the first year collecting data to identify our key environmental sustainability concerns as an event, to inform future projects and initiatives
- Gain familiarity with existing initiatives undertaken both by Burning Seed (e.g. Red Earth Ecology, Leave No Trace, Trash Team) and the community (e.g. Watershed)
- In collaboration with the organisation and broader community, lead the development of a strategic direction for environmental sustainability at Burning Seed
- Engage with the community and start facilitating a cohesive approach to sustainability projects

### **Working relationships:**

- Report to Engine Room Facilitator
- All Burning Seed Team Leads, when initiatives affect them, or support is required
- Communications Department, for support with external communications
- Burning Seed community

### **Time Commitment/Dates required:**

- **Year Round:** TBD as this is a new role and will depend on uptake from the community.
- **On Site:** not required in an official capacity.
- **Post-event:** Attendance at Summit weekend, usually end of November.

### **Duties/Responsibilities**

- Set direction for this new role in the organisation
- Develop policies, procedures, and documents required to perform the role efficiently
- Proactively engage the community in the first year to encourage uptake of the opportunity to collaborate on a strategic direction for environmental sustainability at Burning Seed
- Field email enquiries from community members regarding event-related environmental sustainability, providing information and resources where required/possible to facilitate knowledge-sharing

- Link up willing community members with existing sustainability projects, or with each other if they come up with new projects
- Document and keep track of project proposals from community members to facilitate a cohesive approach and avoid multiple similar projects all working separately
- Action sustainability project proposals as required, using your discretion and possibly writing policies and procedures as you go
- Connect willing community members with organisational support as appropriate, and as required
- Prepare Afterburn report post-event (before mid-November)
- Update this position description as you shape the role in the first year!

### **Key challenges**

- Communicating effectively across a wide range of stakeholders
- Building and maintaining rapport with community members individually and as a group
- Staying objective and under potential community criticism

### **Necessary Qualities, Knowledge and Experience:**

- Passion for, and basic knowledge of current environmental and sustainability issues
- Attended Burning Seed at least once (attendance at another burn will be considered in lieu of Seed)
- Consistent access to a computer and the internet
- Competent with, or willing to learn, the software and programs we use to collaborate - eg, Google Drive/Gmail, Zoom for video meetings, Slack
- Able to work collaboratively with integrity and respect
- Strong communication skills, especially in an online environment
- Able to work autonomously and take initiative, as you'll be setting up this role from scratch

### **Desirable Qualities, Knowledge and Experience:**

- In-depth knowledge about current environmental sustainability concerns
- Experience working in sustainability for events
- Experience with stakeholder management
- Data collection and analysis skills

**How to Join:** Complete a registration form found on the [Burning Seed website](https://www.burningseed.com), or contact Crew Wranglers at [jointhecrew@burningseed.com](mailto:jointhecrew@burningseed.com) with any questions.

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