



IT Support Position Description

Sustainable Gardening Australia is an independent not for profit organisation contributing to sustainability through gardening. It seeks to protect the natural environment, encourage local healthy food production and build community connectedness

Location and hours

Bulleen in Victoria or on the internet via the Cloud. Hours as mutually convenient

Commitment:

This can be flexible but it is important that you stick to the commitments you make. (If you tell us it is variable, we know where we stand and your help is still appreciated) It takes time to prepare work programs and others might be committing their time assuming you are working.

There can be an element of try us out before committing.

Working Directly With:

Involvement & systems coordinator and the SGA team

Key Relationships

The SGA team and constituency

Role Purpose

To provide general IT support and help in developing IT systems.

Specific Tasks

- Hardware maintenance
- Office 365 system maintenance and development.
- Facilitating remote collaboration.

Possible Additional Responsibilities

- Tell us what you love doing or want to learn. We will endeavour to tailor your work accordingly. e.g. you would love to learn more about an area of sustainable gardening, we might be able to blend your work to provide learning opportunities.
- Microft Access database system development.
- Organisational or project management software development.

Skills and Personal Attributes

- Self organizing and some office administration.
- Passionate about the environment