

Nature Conservation Campaigner

POSITION DESCRIPTION

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| Job Title: | Nature Conservation Campaigner |
| Location: | 'Green Building' at Level 3, 60 Leicester Street, Carlton |
| Status: | Permanent |
| Hours: | 0.8 – 1.0 EFT (negotiable) |
| Grade: | Conservation Officer Grade 3 (Year 1 to 8) – subject to skills & experience |
| Salary Range: | \$65,185 - \$79,422 + Superannuation |
| Probation: | A three-month probation period applies |
| Reports to: | Executive Director |
| Direct Reports: | None |

About the VNPA

The Victorian National Parks Association has been one of the State's leading nature conservation organisations for over 65 years. VNPA has been instrumental in the establishment of Victoria's national parks and conservation estate and is equally concerned with the management of this system as well as the conservation of nature across the whole state.

The VNPA vision is for Victoria as a place with a diverse and healthy natural environment protected, respected and enjoyed by all. In addition to conservation programs and advocacy the VNPA runs programs to encourage enjoyment of nature through bushwalking, tours, community education, citizen science and other means.

The VNPA is a not-for-profit, membership based, community organisation. The Association is supported by a small number of professional staff and a large base of volunteers, members and supporters.

About the Role

The Nature Conservation Campaigner will work with the VNPA team and partner organisations to develop and implement conservation campaigns across land and sea, all ecosystems and tenures.

This position will require a competent ecological advocacy generalist, with a combination of science & policy, community campaigning, strategic planning, project management, policy development and research, activity coordination, campaign implementation. The position reports directly to the Executive Director, and will work with other VNPA staff and volunteers

Position Responsibilities

- Advocate for protection of nature in conservation planning and policy across all Victorian ecosystems and tenures, including:
 - Marine & coasts
 - Biodiversity policy & programs
 - Forests and habitat protection
 - Parks protection & management
- Monitor and provide input into nature conservation policy and program initiatives state-wide
- Act as spokesperson on issues as they arise in media, government, industry, community or other forums
- Provide high quality, timely briefing papers, submissions, and other written material as required
- Implement conservation objectives in the VNPA Strategic Plan & Conservation and other policies
- Facilitate and organise discussion forums, events, seminars, workshops and meetings that increase community support for nature conservation initiatives
- Increase community awareness and networks for people associated with Victoria's conservation needs and build support for VNPA objectives and policies
- Write and produce relevant VNPA communications material including media releases, organizational newsletters, Park Watch magazine, website and social media, etc
- Undertake research and coordinate development and implementation of nature conservation projects and activities
- Provide Strategic advice to the Executive Director as required and assist in producing the Executive Director's report; other VNPA Council or committee papers; and meetings as requested
- Assist in the preparation of funding applications and supporter development in consultation with the Executive Director and Fundraising Manager
- Other duties as required by the Executive Director

Position Selection Criteria

- A demonstrated knowledge of relevant government programs and processes, including conservation issues and/or policy
- Demonstrated experience in advocacy planning, processes and activities
- A sound working knowledge of management and conservation issues
- Excellent knowledge and confidence in working with the media and social media; ability to write media releases and associated communication material
- Demonstrated project management skills
- Ability to work individually, with volunteers and as part of a campaign team
- Excellent written and verbal communication skills including the ability to produce clear, concise public and policy materials to tight deadlines
- Demonstrated experience in community liaison and community organizing

- Excellent organizational, administrative ability and computer knowledge e.g word processing, Excel, databases, etc
- Demonstrated commitment to the objectives and values of VNPA
- Demonstrated advanced knowledge or relevant tertiary qualification in disciplines such as ecology, environmental science, public policy, natural resource management, marine & coastal planning, journalism, environmental law, preferably in a Victorian context.

General conditions

All VNPA staff and volunteers are required to:

- Act at all times in accordance with the VNPA Code of Conduct
- Observe relevant OH&S procedures and organisational policies and procedures
- Work collaboratively with all staff, volunteers and contractors
- Support a child safe organisation by being respectful to children and young people and to comply with relevant legislative requirements

Staff are subject to:

- Probationary period of 3 months at commencement of employment.
- Performance review as part of the VNPA Performance Appraisal Process (currently annual).
- Feedback from Manager and key relationships relevant to position.

General information

The position will be based at the VNPA Melbourne Office, which is based in the award winning 'Green Building' at Level 3, 60 Leicester Street, Carlton. Location of place of work is not negotiable.

The position reports to the Executive Director, but will work closely with the Parks Protection and Management staff and across the organisation with all staff.

VNPA staff work under an Enterprise Employment Agreement. VNPA is a flexible work place. There is no provision for payment of overtime, however, time off in lieu is offered for any additional hours worked up to 10 days and additional 'shut-down' leave is offered between Christmas and New Year. The VNPA Agreement provides for 4 weeks annual leave.

Contact:

For enquiries please phone Matt Ruchel, Executive Director on 0418 357 813 or email heath@vnpa.org.au

How to apply:

1. Prepare your application including:

- A statement addressing the Selection Criteria. If you're not sure how to do this – refer to [QUT's Addressing Selection Criteria](#) as an example. Applications that **do not address the selection criteria** will **not be considered**.
- Your resume
- Cover letter (optional)

2. Send your application to the VNPA

- By email to heathr@vnpa.org.au OR
- By post to:

Private & confidential
Nature Conservation Campaigner Application
Attention: Heath Rickard
Victorian National Parks Association
Level 3, 60 Leicester Street
CARLTON VIC 3053

Applications close:

5pm Monday 19 March 2018 – late applications will not be considered.