



## Victorian National Parks Association Inc.

Level 3, 60 Leicester Street Carlton Vic 3053,  
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## NatureWatch/Community Projects Coordinator

### POSITION DESCRIPTION

Job Title: NatureWatch/Community Projects Coordinator  
Location: 'Green Building' at Level 3, 60 Leicester Street, Carlton  
Status: 12 months fixed-term, 0.6EFT, 3 days/week, fixed term with possibility for extension  
Grade: Conservation Officer Grade 3 (Year 1 to 8) – subject to skills & experience  
Salary Range: \$65,185 - \$79,422 + Superannuation (pro-rata) – subject to skills & experience  
Probation: A three-month probation period applies  
Reports to: Manager Community Learning and Engagement  
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.

### Position Objective

Reporting to the Manager of Community Learning and Engagement, the NatureWatch/Community Projects Coordinator is responsible for the operation and development of the VNPA's NatureWatch program and other community based projects.

The NatureWatch program involves developing and running science projects based around nature in Victoria.

The program:

- works collaboratively land managers, community groups and scientists to develop and run citizen science projects
- engages volunteers in data collection and data management
- develops and publishes reports for community groups, land managers and scientists based on project findings

Currently the program includes coordination of the following projects at numerous locations with multiple community groups and other project partners:

- Caught on Camera – wildlife monitoring using motion sensing cameras
- Communities Listening for Nature – bird monitoring using acoustic recording devices
- Grassland Threatened Species monitoring

In addition to the NatureWatch program, the coordinator will work with other VNPA project areas to involve and engage the community in the VNPA and nature conservation.

### Summary of Duties

Coordinate the VNPA's NatureWatch Program, including:

- Undertake project development, management, reporting and acquittal
- Develop and implement biodiversity monitoring projects that meet VNPA and land management needs in collaboration with community groups, land managers and scientists
- Manage, equip, train and support volunteers including volunteer team leaders, field volunteers, office volunteers and community groups
- Develop and deliver OH&S strategies
- Purchase, maintain and coordinate monitoring equipment
- Manage monitoring data
- Communicate program findings and outcomes to a variety of audiences including land managers, scientists, volunteers, VNPA members and the general community through reports, social media, VNPA publications, presentations and other opportunities
- Seek funding for relevant projects including applications to government and philanthropic trusts
- Provide support to projects that involve, educate and engage the community in nature conservation with the VNPA as required
- Be an active and contributing member of the VNPA staff team
- Contribute to ensuring that VNPA is a safe and healthy workplace
- 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
- Other duties as required

## Selection Criteria

### Essential skills and qualities

- Demonstrated commitment to the vision and mission of the VNPA
- Demonstrated knowledge and skills of ecological survey techniques, managing ecological data and running scientific projects
- Demonstrated professional project management experience including working with multiple stake holders, collaborative project development, budgeting, seeking funding and preparing project briefs
- Demonstrated experience in working with community groups and volunteers, particularly in an outdoor environment
- Demonstrated experience in coordinating events and activities
- Excellent written and verbal communication skills, including the ability to prepare written reports, promotional material, correspondence and presentations for a variety of audiences
- Experience in developing and operating within organisational OH&S and risk minimisation strategies
- Ability to work with minimal supervision and as part of a broader team of staff and volunteers
- Excellent organisational, administrative ability and computer knowledge e.g. word processing, databases etc.
- A current Victorian driver's license

### Desirable skills and experience

- Appropriate tertiary qualifications or equivalent advanced knowledge and skills
- Experience in the not-for-profit sector in a similar role
- Demonstrated knowledge and skills in identification of Victorian bird and mammal species
- Demonstrated knowledge and skills in managing large amounts of scientific data

## General conditions

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 is 3 days per week (22.5 hours) with possibility for additional hours (pending funding). This is a 12 month, fixed-term position with possibility for extension.

This is a Conservation Officer Grade 3 position as per the VNPA Certified Collective Agreement.

The position reports to the Manager of Community Learning and Engagement and is subject to a satisfactory annual performance review.

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 Caitlin Griffith, Manager Community Learning and Engagement, on 93416508 or email [caitlin@vnpa.org.au](mailto:caitlin@vnpa.org.au)

## How to apply

1. Prepare your application including:

- A statement clearly addressing each of the Selection Criteria listed above. 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 [heath@vnpa.org.au](mailto:heath@vnpa.org.au) OR
- By post to:  
Private & confidential  
NatureWatch/Community Projects Coordinator Application  
Attention: Heath Rickard  
Victorian National Parks Association  
Level 3, 60 Leicester Street  
CARLTON VIC 3053

## Applications close

*5pm Monday 4<sup>th</sup> June 2018 – late applications will not be considered.*

**For further information about the Victorian National Parks Association please refer to our website [www.vnpa.org.au](http://www.vnpa.org.au).**

*Last updated May 2018*