

Grassy Plains Network Facilitator and Advocate

POSITION DESCRIPTION

Job Title:	Grassy Plains Network Facilitator and Advocate
Location:	'Green Building' at Level 3, 60 Leicester Street, Carlton
Status:	Fixed Term – 7 months
Hours:	0.4 EFT (15 hours per week)
Grade:	Conservation Officer Grade 3 (Year 1 to 8) – subject to skills & experience
Salary Range:	\$79,035 - \$86,787 + Superannuation
Probation:	A three-month probation period applies
Reports to:	Executive Director
Direct Reports:	None

About the Grassy Plains Network

The Grassy Plains Network (GPN) is a recently formed environmental advocacy and campaigning organisation which aims to promote proactive conservation and management of native grassland across Melbourne's western plains. The network of around 30 -50 people, with an interest in grassland conservation includes ecologists, land managers, consultants, artists, landcare enthusiasts and interested individuals.

In 2018, the GPN held the Grassy Plains Conference. An outcome of which, the Grassy Plains Conference Declaration sets out the GPN's strategic plan to protect, respect and reconnect Melbourne's Grassy Plains. <http://grassyplains.net.au/>

The Grassy Plains Network is not incorporated and operates as a sub-committee of the Indigenous Flora & Fauna Association (IFFA). This position will be hosted by the Victorian National Parks Association and will be governed by a partnership MOU between VNPA, IFFA and GPN.

About the VNPA

The Victorian National Parks Association (VNPA) has been one of the state's leading nature conservation organisations for 67 years. VNPA has been instrumental in the establishment of Victoria's national parks system, and we continue to advocate for better protection and management of nature in our state. VNPA is an independent, not-for-profit, membership based, community organisation. We are a team of 10 - 13 staff, and a large base of volunteers, members and supporters.

Our vision: Victoria is a place with a diverse and healthy natural environment protected, respected and enjoyed by all.

About the Role

Since 2018 the GPN has operated as loose network of volunteers which have advocated on grassland conservation issues to Government and the community. We have worked to generate support for solutions including implementation of Government conservation agreements and sustainable urban planning. Our work includes collating relevant knowledge and research, discussion and networking with all levels of Government and community organisations, preparation of submissions and grassland publicity materials, media coverage and awareness raising projects.

The aim of this position is to:

- Facilitate and coordinate the membership and participants of the Grassy Plains Network towards the delivery of the Grassy Plains 2018 Declaration.
- Establish a long-term development plan and arrangements for the on-going facilitation, coordination and operation of the Grassy Plains Network
- Establish and assist implementing an advocacy and community awareness strategy for the delivery of better protection of grassy ecosystems on Melbourne's western plains and key outcomes of the Melbourne Strategic Assessment Program

Position Role

The role of the Facilitator and Advocate will include the following:

- 1) General facilitation and coordination of the Grassy Plains Network towards the delivery of the Grassy Plains 2018 Declaration:
 - Organising GPN monthly meetings, sending out notices, agendas and distributing minutes afterwards
 - Coordinating the GPN newsletter, e-bulletin and web site up-dates, maintaining data bases
 - Assisting with media coverage, and acting as media spokesperson if needed
 - Assisting GPN volunteers to organise grassland forums and other events and projects which engage diverse communities in Melbourne's west.
- 2) To establish a long-term development plan and arrangements for the on-going facilitation, coordination and operation of the Grassy Plains Network:
 - Create a sustainable strategy for ongoing collaboration and action between group members, which builds momentum for delivery of the Grassy Plains Declaration
 - Identify resourcing options for group facilitation and GPN's advocacy role, and apply for relevant funding opportunities as they become available
 - Engage culturally and linguistically diverse communities in the west
- 3) To establish and assist implementing an advocacy and community awareness strategy for the delivery of better protection of grassy ecosystems of the VVP and key outcomes of the Melbourne Strategic Assessment Program:
 - Focusing on the delivery of the key 2020 commitments made in the MSA Program Report (Western Grassland Reserves and Conservation Areas)

- Focusing on a combination of advocacy strategies where effective (e.g. targeted public awareness raising and community events, presentations and meetings with different levels of government)
- Assisting with media coverage, and communications with government agencies, MPs, community groups and other stakeholders as needed

The position currently has funding for approximately 7 months, for two days per week (0.4 EFT and 15 hours per week). The position may be subject to extension, pending funding. Options for consultancies will also be considered and are subject to negotiation.

Position Selection Criteria

1. A demonstrated knowledge of relevant government programs and processes, including conservation issues and/or policy.
2. Demonstrated experience in advocacy planning, processes and activities.
3. Tertiary qualifications in environmental science, town planning, governance or law (or relevant demonstrated experience).
4. A detailed understanding and commitment to the Grassy Plains ecosystems and the actions required to protect, respect and reconnect this ecosystem.
5. Demonstrated project management skills.
6. Ability to work individually, with volunteers and as part of a campaign team and experience facilitating and coordinating activities for volunteer-based community groups.
7. Excellent written and verbal communication skills including the ability to produce clear, concise public and policy materials to tight deadlines.
8. Experience in the creation and delivery of advocacy strategies, including confidence in representing the aims and goals of the Grassy Plains Network to a range of stakeholders including the media.
9. Excellent organizational, administrative ability and computer knowledge e.g. word processing, Excel, databases, etc.
10. Demonstrated commitment to the objectives and values of VNPA & IFFA.

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 VNPA Manager and GPN project management group 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 VNPA Nature Conservation 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 mattruchel@vnpa.org.au

How to apply:

1. Prepare your application including:
 - A statement addressing the Selection Criteria. 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 apply@vnpa.org.au

Applications close:

5pm Monday 1 March 2021 – late applications will not be considered.