

NatureWatch Project Officer



POSITION DESCRIPTION

Job Title:	NatureWatch Project Officer
Location:	Level 3, 60 Leicester Street (Carlton), OR from a home-base closer to field work locations (e.g. East Gippsland)
Status:	Part-time
Grade:	Conservation Officer Grade 2
Salary:	\$41,154 - \$45,312 pro-rata @ 0.6 FTE (or \$68,591 - \$75,520 FTE) plus 9.5% superannuation
Hours:	3-4 days (22.5 - 30 hours) per week, including weekends, overnight work, and travel
Term:	12-month fixed term position starting late-April 2021
Reports to:	NatureWatch Coordinator/Community Learning and Engagement Manager

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 supported by a small number of professional staff and a large base of volunteers, members, and supporters.

Position Objective

Supporting the NatureWatch Coordinator to assist with delivery of the NatureWatch program. The NatureWatch program involves developing and running citizen science projects based around nature in Victoria and works collaboratively with land managers, community groups and scientists to develop and run projects.

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

- Life After Fire – wildlife monitoring in burnt forests and coastal areas of East Gippsland using a range of techniques
- Caught on Camera – wildlife monitoring using motion sensing cameras in Wombat State Forest and Bunyip State Park.

In addition to the NatureWatch program, the project officer may assist with other VNPA project areas to involve and engage the community in the VNPA and nature conservation.

Summary of Duties

This role will support the delivery of the NatureWatch program through key tasks including:

- Coordinate and train volunteers, including volunteer team leaders, to carry out wildlife monitoring
- Liaise with project community, scientific and land management partners
- Drive, sometimes long distances, to fieldwork locations across Victoria, including some remote locations and on rugged rural roads.
- Organise, maintain, and prepare monitoring equipment for fieldwork events
- Lead volunteer teams on wildlife monitoring field events (days, nights, weekends, overnights)
- Collate incoming data using existing data management systems
- Analyse data and collate information for project reports (wildlife identification)
- Assist with project promotions and reporting
- Assist with grant applications and reporting
- Assist with project promotion and communications (social media, email newsletters, event stalls)
- Actively contributing member of staff and act in accordance with the VNPA Code of Conduct
- Contribute to ensuring that VNPA is a safe and healthy workplace
- Observe relevant OH&S and COVID safe 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
- Experience with wildlife survey techniques and managing ecological data
- Experience working with community volunteers and leading teams in an outdoor environment
- Experience in coordinating and running outdoor events, including implementing safety protocols and administrative procedures
- Excellent written and verbal communication skills, including the ability to prepare written reports, promotional material, correspondence and presentations for a variety of audiences
- Experience 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 skills 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 scientific data
- Skills in managing and manipulating audio files and experience with audio software
- Experience with driving on remote roads, gravel roads and light 4WD access roads

- Experience with self-sufficient, bush-style camping and field work
- First aid training, or willingness to undertake training, and ability to assume responsibility on events

General staff conditions

- 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

- Introductory period of approximately 12 months with a possible extension pending funding.
- Position is Conservation Officer Grade 2, as per the VNPA Certified Collective Agreement.
- Fieldwork may require being away for up to three days across any days of the week.
- 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 (pro rata)
- This position is based at the VNPA office in Carlton, but it may be able to be partially conducted externally, from a home-base, if this is closer and more convenient to fieldwork (e.g. East Gippsland).

Enquiries:

Sera Blair, NatureWatch Coordinator: sera@vnpa.org.au, 0418 258 808

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 apply@vnpa.org.au OR

[Applications close 5pm Monday 5 April 2021 – late applications will not be considered.](#)

For further information about the Victorian National Parks Association please refer to our website www.vnpa.org.au.