



Facilitator Guidelines

About the VNPA

The Victorian National Parks Association is an effective and influential nature conservation organisation. We've led the creation, oversight and defence of Victoria's natural estate for over 70 years.

We advocate for evidence-based policy to safeguard wildlife, habitat and protected areas. We inspire connections with nature through citizen science, activities, community action and education.

We are an independent, non-profit, non-government, and membership-based charity.

About the Nature Stewards Program

Nature Stewards is a multi-week course that connects curious people with their local and wider habitats. Courses are run by conservation experts and currently hosted by local councils or other local course hosts.

Program objective: Build community knowledge, connection, stewardship and action for nature in Victoria.

Program aims:

- To provide members of the community with a fundamental knowledge of their local ecosystems, principles of environmental management, ways to act for nature, and engage and share nature experiences
- To learn from local First Nations communities, which have multi-dimensional approaches to health and well-being based on connection to Country, science, spiritual and traditional knowledge and practices
- To provide an engaging introductory program to facilitate wider sharing and continued ecological learning in informal and/or formal settings
- To support more Victorians to get more active, more often, with the additional social, physical, mental, and spiritual health benefits of spending time in natural settings, in line with the DELWP Protecting Victoria's environment - Biodiversity 2037 Strategy, Memorandum for Health and Nature, and Parks Victoria Healthy Parks Healthy People approach
- To engage and excite participants with the wonder and significance of nature
- Support pathways for participants to engage in environmental volunteering, including citizen science, land management and on-ground works, and nature interpretation

More information can be found on our website: www.vnpa.org.au/nature-stewards/

Facilitator Responsibilities

The Facilitator's responsibilities include:

- Teach the content provided by VNPA for the agreed number of sessions (oral delivery, PowerPoint, written materials for participants)

- Facilitate the group in theory sessions & practical in-class activities, facilitate weekly guest presenter/s and other activities as required
- Maintain a welcoming and friendly class environment, support the participants to discover, learn, and participate at their own level of comfort and capability
- Encourage and support participants to engage with and meet others in the group
- Encourage participants to try local environmental volunteering groups or citizen science projects, together with at-home actions in support of the environment
- Undertake program work on weekends
- Travel, depending on program/s location (optional). Upon accepting a program further afield, travel/fuel allowance may apply¹)
- Take part in additional training, where required (e.g. Childsafe if working in schools)
- Other related tasks as required from time to time by the Nature Stewards Coordinator or Community Learning and Engagement Manager team.

Required contract hours

The typical presentation of the 10-session program is one three-hour session per week, with an additional paid two hours of preparation per session (this includes any set up/pack down of the classroom on the day). The Facilitator may also be involved in one or more of the field sessions. Programs typically run over 10 – 12 weeks, depending on public holidays (no sessions run on public holidays). There may be other variations of the program offered, subject to agreement between the host organisation, the facilitator and the Executive Director/Community Learning and Engagement Manager of the VNPA. Prior to commencing a program, there will likely be a requirement to attend meetings, induction training, class observation, and class venue induction/s.

General conditions

As a contractor, facilitators are required to:

- Act in accordance with the VNPA Code of Conduct (see below)
- 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.

VNPA Code of Conduct

VNPA contractors must, in the course of VNPA activities:

1. behave honestly and with integrity;
2. act with care and diligence;
3. treat everyone with respect and courtesy and without harassment;
4. comply with all applicable Australian laws;
5. comply with any lawful and reasonable direction given with authority of Council;
6. respect the operation of any current enterprise bargaining agreement with staff;
7. maintain appropriate confidentiality;
8. disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent);
9. use VNPA resources in a proper manner;
10. not provide false or misleading information in response to a request for information that is made for official purposes;
11. not make improper use of:

¹ Our facilitators ideally deliver program/s that are within their geographic area. However, they may be offered the option of running a program/s further afield subject to discussion with the Coordinator.

- inside information, or
 - VNPA duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for any person(s)
12. at all times behave in a way that upholds the VNPA's values and the integrity and good reputation of the VNPA; and
 13. comply with any other conduct requirement that is prescribed by the Council.

Diversity & Inclusion

We respect and value the diversity of our workforce/staff/contractors. We are committed to creating an environment that values a diverse range of views, knowledge and experiences and uses these to maximise our impact. We welcome applications from Aboriginal and Torres Strait Islander people, those from culturally and linguistically diverse backgrounds, workers of all ages, people with disabilities and people who identify as LGBTIQ+.

Further information

For enquiries please contact the Nature Stewards Coordinator e.naturestewards@vnpa.org.au.
p. (03)93416500