

POSITION DESCRIPTION

Job Title: CASUAL TEAM LEADER

Reports to: Regional Manager

Based:

Summary Statement:

The Team Leader is responsible for the safety, welfare and supervision of volunteers on practical conservation projects.

Tasks & Duties:

- Ensuring the general welfare and safety of volunteers, including strict adherence to approved work practices and domestic safety and personal conduct.
- Maintaining team morale & motivation.
- Responding within approved procedures in the case of an accident or emergency situation.
- Providing a mix of practical and conceptual on-site training.
- Making logistical arrangements for the efficient completion of project activities, principally practical conservation tasks (this may include project scheduling, catering and accommodation requirements, tool selection and site maps, details of job specification).
- Ensuring the care, maintenance and safe operation of vehicles, trailers, tools and equipment.
- Representing CVA in the general community and setting high standards of professional leadership and personal behaviour (CVA enforces a strict drug and alcohol-free policy).
- Reporting to the CVA Regional/Area Manager, including completion of Project Leader Reports.
- Other duties, as directed by the Regional Manager.

Essential Qualifications & Attributes:

- Full Drivers Licence
- Defensive Driving certificate.
- Current Senior First Aid certificate.
- Occupational Health and Safety certificate (Level 2 Minimum)

While all of these qualifications are essential before any Team Leading roles are undertaken, a person may apply for a Casual Team Leader position if they have a Full Drivers Licence and Senior First Aid

Desired Qualifications & Attributes:

- Demonstrated commitment to practical conservation and a record of achievement in this area.
- A sound knowledge of major threats to the health of Australia's natural environment and an understanding of current land and water rehabilitation techniques.

Working Conditions:

Team Leaders may be required to lead residential projects and will have a responsibility for volunteers overnight. An overnight allowance of \$25 per night will be paid when you are required to be away from your normal place of residence with a volunteer team.

The Team Leader can reasonably expect to be required to complete tasks characterised by:

- Manual handling – lifting, pushing, pulling etc
- Use of hand and power tools.
- Use of chemicals.
- Walking to, from and on work sites over variable distances and terrains.
- Exposure to adverse weather conditions.
- Exposure to hazards of the natural environment, eg. Bites and stings.
- Drive a team vehicle for extended periods of time with a team of up to 10 passengers
- Working in locations that are remote from immediately available medical/paramedical services.

Rate of pay:

A casual rate of \$151.92 per day.

KEY SELECTION CRITERIA TO BE ADDRESSED

- Demonstrated experience as an effective Team Leader.
- Knowledge of or qualifications in conservation and natural resource management
- Well developed interpersonal communication skills and an ability to liaise with people from diverse backgrounds.
- Demonstrated capacity to engage team members in learning new skills and providing on-going coaching of team members.
- Demonstrated capacity to formulate written reports within specified time lines.
- Record of effective organisation and prioritisation of multiple demands to meet project objectives.
- Practical experiences in the management of and compliance with organisational OH& S processes and procedures.