



POSITION DESCRIPTION

Job Title: TEAM LEADER

Reports to: Regional Manager

Summary Statement:

The Conservation Volunteers (CV) Team Leader is responsible for the safety, welfare and supervision of volunteers on practical conservation projects.

CV Team Leaders have a unique opportunity to make a critical impact on the preservation and sustainability of our natural and cultural heritage by managing diverse teams participating in practical and hands-on conservation activities.

CV Team Leaders experience stunning locations and make a difference to maintaining the features of these locations.

CV Team Leaders with a passion for our natural and cultural heritage pursue that passion on a daily basis both on local and residential projects.

Tasks & Duties

- Ensuring the general welfare and safety of volunteers/participants, including strict adherence to Conservation Volunteers OH&S policies and procedures.
- Maintaining team morale & motivation.
- Responding within approved procedures in the case of an accident or emergency.
- 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 CV in the general community and setting high standards of professional leadership and personal behaviour (CV enforces a strict drug and alcohol-free policy).
- Writing reports using Word and Excel formats.
- Reporting to the Regional Manager, including completion of Project Leader Reports.
- Other duties, as directed by Regional Manager.

Essential Qualifications & Attributes

- Valid Full Driver's License
- Defensive Driving certificate obtained within the last five years.
- Current Provide First Aid certificate or approved equivalent.
- Occupational Health and Safety Level 3
- National Police Record or Working with Children Check

The above qualifications are required before leading teams.

Assistance is available for gaining OH&S Level 3 and Police checks.

- Qualifications in or personal knowledge of conservation activities.
- Well-developed computer skills using Word and Excel.

Salary packaging:

As Conservation Volunteers is recognized by the Australian Tax Office as a Public Benevolent Institution (PBI), salary packaging is available to all full time employees. This is of benefit to the employee in terms of increased disposable income because of reduced taxation payments.

In line with Conservation Volunteer's Salary Packaging Policy, the option to salary package is only guaranteed as long as Conservation Volunteers retains the PBI status.

Working Conditions

Whilst the hours of work are normally 7.6 hours per day, a flexible approach is expected due to the nature of this position, as working additional time to fulfill your responsibilities may be required on occasions.

CV Team Leaders can be required to lead both local and residential projects.

Local projects are regarded as projects that operate from and return to the office base location on a daily basis.

Residential projects require leaders to be away from their normal place of residence overnight during the working week for multiple successive nights. This is normally on a Monday to Friday basis, but on occasions the duration of residential projects is extended beyond a single week. In the latter case, potential leaders are informed of this during the recruitment process.

Residential projects involve leading and remaining with teams enjoying a variety of accommodation types such as shearers' quarters, caravan parks and tent camps.

Key Performance Indicators:

- Observes and complies with Conservation Volunteer's OH&S policies and standards by practicing safe behaviors and by reporting hazardous conditions.
- Possesses and exhibits team leading skills and attributes which enable an educational, fun, safe and rewarding volunteer/participant experience.
- Plans, delivers and completes projects in an efficient manner.
- Cares for, maintains and safely operates all vehicles, trailers, tools and equipment.
- Represents Conservation Volunteers in the community in a presentable, professional and positive manner.
- Communicates with others in a clear, timely and appropriate manner, including the submission of team leader and other required reports.
- Works as part of a team

KEY SELECTION CRITERIA

1. Demonstrated experience as an effective and motivating team leader.
2. Practical experiences in the management of and compliance with organisational OH&S processes and procedures.
3. Qualifications or experience in conservation or natural resource management (NRM).
4. Well developed interpersonal communication skills and an ability to liaise with people from diverse backgrounds.
5. Demonstrated capacity to engage team members in learning new skills and to provide on-going coaching of team members.
6. Good levels of health and fitness.
7. Well-developed computer skills using Word and Excel, as well as database management experience.
8. Demonstrated capacity to formulate written reports within specified time lines.
9. Record of effective organisation and prioritisation of multiple demands to meet project objectives.