



POSITION DESCRIPTION

Job Title: Understorey Network Officer

Reports to: Regional Manager

Summary Statement:

The Understorey Network Officer is responsible for the ongoing management of the Understorey Network nursery and program including; promotion, coordination and implementation of Understorey Network projects.

Tasks & Duties:

Understorey Network Nursery Management

- Manage and respond to all enquiries from project partners and customers in a timely manner
- Conduct site inspections to organise the programs logistics and ensure efficient and safe practices are being implemented onsite
- Manage and maintain C.V's resources (vehicles, tools and equipment) to ensure they meet the requirements of C.V's OHS policy and relevant laws and by-laws
- Prepare, process and file administration requirements and reports in an accurate timely manner
- Order and manage all stock needed for the nursery with approval from Regional Manager
- Develop and implement conservation projects and lead teams of volunteers when required
- Undertake volunteer workshops, field days and plant sales
- Manage and assist in the seed collection, growth and maintenance of native species
- Provide weekly updates and monthly promotional articles to the Regional Manager

Partnerships, Business Development and Leadership

- Effectively deliver the existing corporate partnership programs established for the Understorey Network Program while seeking additional partnerships with corporate, business and NRM bodies to attain additional funding resources
- Research and submit funding applications for grants and state/local government programs in consultation with CV management and partner agencies, with approval from Regional Manager
- Liaise and maintain strong business relationships with partners, customers and corporate partners in a professional, accurate and informative fashion
- Work cooperatively within a small team to meet objectives
- Develop and implement additional practical projects aligned with CV and partner agencies priorities following CV processes and procedures
- Demonstrate knowledge and experience of natural resource management activities including fauna monitoring, tree planting, track construction/maintenance, fencing, cultural restoration

Volunteer Management

- Proactively develop and maintain professional networks and relationships to ensure Volunteer retention
- Develop and maintain an accurate Understorey Network database to document network contact details, meetings/presentations, organisational profile and recruitment success

- Maintain volunteer bookings and update records to ensure all volunteers onsite are accounted for and registered
- Prepare marketing material using set formats (Powerpoint presentations, expo displays, posters/fliers) to promote Understorey Network projects and recruit volunteers/participants
- Prepare media releases and articles for print and electronic media, e-publications
- Manage and respond to enquiries in a timely and accurate manner
- Conduct both site specific and WHS inductions for all volunteers

General

- Other duties as assigned by the Regional Manager
- Maintenance and management of the program's vehicle in accordance with CV Vehicle Policies

Essential Qualifications and Experience

- Clear and concise report writing ability
- Proficiency in database management, Microsoft Word, Excel, PowerPoint and Outlook
- Demonstrated project management in NRM or Environmental Sustainability
- Full Driver's Licence
- Valid Provide First Aid Certificate
- Defensive Driving Certificate
- Working with Children Check
- Occupational Health and Safety Level III

If not already obtained, the above qualifications are required upon successful appointment of the Understorey Network Program Officer

Desirable Qualifications & Attributes:

- Ability to self-motivate and work autonomously
- Budgetary management skills
- Established networks in the conservation industry
- Prior experience in working with volunteers
- Prior experience in nursery management and/or native plant propagation

Responsibility & Accountability:

The Understorey Network Officer is responsible for assisting in the successful coordination of all Understorey Network Program business and projects by working effectively with the Regional Manager, State Manager, volunteers, Team Leaders and other regional staff in achieving the overall business objectives. External relationships are also integral to success in this role.

Working Conditions:

A flexible approach is expected due to the nature of this position, as working additional time to fulfil your responsibilities may be required on occasions.

The Project, Volunteers and Understorey Network Officer will be required to travel to various project sites and schools, as well as other places deemed necessary, in coordinating and promoting CV's programs and initiatives.

Salary Packaging:

CV is recognized by the Australian Tax Office as a Public Benevolent Institution for the purposes of salary packaging, which reduces the amount of tax which needs to be paid. It should be noted that the fringe benefit associated with the motor vehicle will form part of the FBT exemption limit.

In line with CV Salary Packaging Policy, the option to salary package benefits is only guaranteed as long as CV retains the PBI status.

Remuneration:

In addition to the starting salary, a fully maintained vehicle will be available for business use, 9.5% superannuation, 17.5% annual leave loading and the option to salary package will be offered. A mobile telephone, laptop and iPad will also be provided for business purposes.

As CVA is recognised by the Australian Tax Office as a Public Benevolent Institution (PBI), salary packaging, which reduces the amount of tax to be paid, is available to all full time CVA employees.

Key Performance Indicators:

1. Project logistics and volunteers are organised well in advance
2. Effective marketing and promotional materials are produced and utilised
3. Volunteer recruitment targets for projects are met by using proactive recruitment and networking processes
4. Databases are kept up to date
5. Project, Volunteer and Program reports are written as requested within the required timeframes.

Key Selection Criteria

- Demonstrated project management in NRM or Environmental Sustainability
- Excellent database management skills as well as the ability to write clear, grammatically correct reports within specified timeframes
- Proven organisational and prioritisation skills
- Well-developed computer skills in Word, Excel, PowerPoint and Outlook
- Qualifications and/or experience in Conservation and Land Management or Environmental Management
- Understanding and regard for OHS as it applies to staff, volunteers and project approvals
- Experience coordinating teams of volunteers
- Experience in nursery management and/or native plant propagation