



## POSITION DESCRIPTION

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**Job Title:** Project Coordinator EnviroWorks Taskforce (Working for Victoria)  
**Reports to:** Project Manager EnviroWorks Taskforce  
**Status:** Maximum Term Contract – 6 months

### INTRODUCTION

Conservation Volunteers Australia was established in 1982. In addition to our Australian operations, we run a corresponding New Zealand organisation, CVNZ. We exist to make a difference – specifically, our purpose is *to strengthen the health of our communities and our ecosystems for mutual benefit*. The difference that we make is the sum of our on-ground and in-community impacts.

We deliver our purpose through five campaigns:

- Greener Cities – Reconnecting people with nature in cities and towns
- Revive – Reducing threats to sensitive aquatic and coastal environments
- Green Links – Repairing habitats for expansion and movement of native wildlife and plants
- Wild Futures – Helping species and places in special need
- Future Stewards – Sharing our skills, knowledge and passion with learners of all ages

Projects that form part of each of these Campaigns have clear, conservation and engagement goals of equal importance.

Conservation Volunteers Australia maintains a lean infrastructure. We prioritise efforts and investments that clearly achieve our campaign objectives. Essential organisational functions that support our purpose such as IT, HR and financial leadership are provided by a small Corporate Services team. These functions, with the addition of specialist support functions in areas such as communications, community engagement and partnership management, support our Campaign Teams to deliver on our project objectives.

As an organisation that works to deliver environmental and community outcomes in and for nature, we acknowledge the traditional owners and first nations peoples of Australia and their deep cultural connections to country. We pay our respects to their elders - past, present and emerging - and to first nations people who are part of and enrich our CVA family.

### SUMMARY STATEMENT

The Project Coordinator EnviroWorks Taskforce is responsible for the efficient and effective delivery of the Working for Victoria project. Working as part of the EnviroWorks Taskforce, this role requires someone with experience in field work and supervision of staff.

You'll actively execute your project's plans to achieve its goals. You will work closely with and be supported by the EnviroWorks Taskforce Project Manager. You will coordinate your project tasks and support the Project Officers who report to you, and will be accountable to the EnviroWorks Taskforce Project Manager for the quality and timeliness of your work and for the work of your Project Officers.

You will work to schedule and complete planned tasks, making practical contributions to achieving the conservation goals and contract deliverables of projects.

### DUTIES

#### All CVA Employees

- Maintain a strong focus on Workplace Health and Safety and actively provide leadership to ensure all operations maintain a strong safety culture
- Increase community awareness of our organisation and its impacts through the promotion of CVA's purpose and our Campaigns and projects
- Work in accordance with CVA Policies & Procedures and the Employee Code of Conduct

- Actively contribute to maintaining team morale & motivation
- Respond within approved procedures in the case of an accident or emergency
- Exhibit high standards of professional and personal behaviour

#### **Project Coordination, Delivery, Communications & Reporting**

- Executing, monitoring and being responsive to your project's implementation plan, guided by your Project Manager, and in partnership with stakeholders as required and with the assistance of Project Officers
- Providing advice on technical, scheduling or other aspects of project activities to community groups, landowners and the like, according to the needs of your project
- Conducting research and monitoring as required to validate and improve project outcomes
- Monitoring and reporting on the technical and engagement outputs and outcomes of your project
- Maintaining and developing your own knowledge and skills, especially regarding the knowledge of developments in conservation and engagement relevant to your project
- Applying a high standard of care and safe operation to any vehicles, trailers, tools, equipment or facilities involved in your project.
- Coordinating project logistics and catering.
- Consistent with CVA communication procedures, create project-related content for CVA communication channels including photos, feature article information, social media posts and other as required
- Working cooperatively with WHS & QA staff to maintain customer standards

#### **Oversight and leadership**

- Safely and effectively supporting, organising, supervising and training staff and caring for their general welfare through strict adherence to Conservation Volunteers Australia's WHS policies and procedures. And generally, being a good person to work for.
- Liaising with your Project Manager and our People and Culture staff to investigate any staffing issues, complaints or opportunities, and support / implement the agreed resolution
- Demonstrating, through your communications, interactions and work practices, the qualities and attributes of a leader that your direct reports will respect and emulate. Be a mentor.

#### **Project Administration**

- Supporting direct reports in achieving success in their role as Project Officer
- Approving timesheets and leave request for direct reports
- Maintaining up to date project records in the Salesforce records platform
- Preparing and contributing to project progress reporting in cooperation with the Project Manager
- Contributing to the delivery of the project monitoring plan
- Performing general administration duties
- Performing other duties as directed

#### **ESSENTIAL QUALIFICATIONS & EXPERIENCE**

- Qualifications or equivalent experience in conservation/environment field work
- Defensive Driving certificate obtained within the last 5 years (will be part of training)
- Current Senior First Aid certificate (will be provided as part of the role)
- Occupational Health and Safety Level 3 (will be provided as part of the role)

If not already obtained, the above qualifications will be required upon successful appointment

#### **DESIRED QUALIFICATIONS & EXPERIENCE**

- Proficient in Microsoft 365 suite, mobile reporting platforms and project management systems
- Experience managing direct reports

#### **KEY PERFORMANCE INDICATORS**

- Outcomes specified in the project plan are achieved on time, within budget and to a high standard
- Project related monitoring and reporting is completed on time and to a high standard
- CVA's WHS Management System is consistently applied
- Supervision, coaching and development of staff is constructive and consistent and leads to positive outcomes for the project and for CVA.

<b>KEY SELECTION CRITERIA</b>
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- Demonstrated experience in the coordination and delivery projects
- Demonstrated skills in , personal and social communication, writing and financial literacy
- Excellent organisation and time management skills with the ability to manage multiple tasks and competing priorities
- Proven ability to manage local community networks
- The ability to train, coach and support direct reports to be successful in their role

**RESPONSIBILITY & ACCOUNTABILITY**

The Project Coordinator EnviroWorks Taskforce is directly accountable to the Project Manager EnviroWorks Taskforce. Direct reports of the Project Coordinator include Project Officer.

The role will also work in collaboration with the WHS and Communications & Marketing.

**FINANCIAL DELEGATION AUTHORITY**

The Project Coordinator has a Grade 5 financial delegation in the Campaign & Partnerships Department

**WORKING CONDITIONS**

The position is based in Geelong and will require travel to project locations.

Some out of hours work is expected in this role, with Time Off In Lieu (TOIL) available to be taken in accordance with the TOIL policy.

In addition to the starting salary, 9.5% superannuation, 17.5% annual leave loading and the option to salary package will be offered. A mobile telephone will also be provided for business purposes.

As CVA is recognized 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.

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

<b>POSITION DESCRIPTION ACCEPTANCE</b>
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**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_