



POSITION DESCRIPTION

Job Title: Project Officer – Greener Cities
Location: Western Sydney
Reports to: Project Manager – Wild Futures
Status: 20hrs per fortnight Maximum Term Contract to 02nd July 2021

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 Greener Cities Project Officer is responsible for the efficient and effective delivery of the “Sugar Gliders, My Wild Western Sydney Neighbours” project as part of the Greener Cities “Urban Wildlife” Initiative. Working as part of the Campaign Team, you’ll apply your experience in the fields of environment management and your aptitude for community engagement to ensure that the project achieves the change it has been designed to achieve. As a Greener Cities Project Officer you’ll translate your technical knowledge of conservation into practical action and be a strong advocate for at-scale community participation to meet the objectives of the Greener Cities project.

You’ll actively engage audiences in your project and its story, and execute your project’s plans to achieve its goals. In this, you’ll work closely with and be supported by your Campaign Project Manager, other Project Officers in the Project team, our Engagement, Communications and Safety teams, our processes and procedures, and the wider CVA staff community. You will be accountable to your Campaign Project Manager for the quality and timeliness of your work.

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

As a Campaign Project officer, your work will include:

Delivery, Communications & Reporting

- Executing your project's implementation plan, guided by your Campaign Project Manager, and in partnership with local, regional and national stakeholders as required
- 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
- Telling your project's story by regularly capturing and sharing digital content, guided by your project's communication plan and our communications processes and protocols
- Reporting on the technical and engagement outputs and outcomes of your project
- Maintaining and developing your own knowledge and skills, especially with regard to the knowledge of developments conservation and engagement relevant to your project
- Promoting the concept of environmental and community co-benefits to any or all of the public, colleagues and fellow professionals through talks, tours, workshops and other events
- Developing and maintaining professional networks and relationships in community sectors related to the project
- Applying a high standard of care and safe operation to any vehicles, trailers, tools, equipment or facilities involved in your project.
- Organising project logistics and catering.

Community Engagement and Management

- Proactively promoting involvement opportunities to maintain community interest and achieve community objectives
- Responding to and managing volunteer enquiries and providing a high level of customer service to prospective and active volunteers
- Engaging and involving your project community online and in field events with assistance and guidance from our Engagement team
- Safely and effectively organising, supervising and training volunteers and event participants and caring for their general welfare through strict adherence to Conservation Volunteers Australia's WHS policies and procedures
- Ensuring compliance with CVA's volunteer recruitment and management processes
- Ensuring all records related to community engagement are complete, accurate and up to date in the Salesforce system
- Working cooperatively with WHS & QA and Community Engagement staff to maintain customer standards
- Liaising with Project Manager and People and Culture to investigate any volunteer issues or complaints, and support / implement the agreed resolution

Project Administration

- Maintain up to date project records in the Salesforce records platform
- Prepare and contribute to project progress reporting in cooperation with the Project Manager
- Contribute to the delivery of the project monitoring plan
- Conduct research as required to validate and improve project outcomes
- General office administration duties
- Other duties as directed

ESSENTIAL QUALIFICATIONS & EXPERIENCE
--

- Qualifications or equivalent experience in environmental management or conservation
- Experience leading and organising community events and a working understanding of contemporary engagement principles
- Defensive Driving certificate obtained within the last 5 years
- Working with Children Check
- Current First Aid certificates – Provide First Aid and Provide CPR
- Occupational Health and Safety Level 3

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
- 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

KEY PERFORMANCE INDICATORS

- Outcomes and supporting tasks specified in the project plan are delivered on time, within budget and to a high standard
- Project related reporting is completed on time and to a high standard
- CVA's WHS Management System is consistently applied
- Collaboration with the Communications and Community Engagement teams is consistent and effective
- Testimonials from community and partners indicate that you have cultivated raving fans for CVA

KEY SELECTION CRITERIA

- Demonstrated experience in the coordination and delivery of community focussed conservation and/or sustainability projects
- Formal qualifications and/or equivalent experience in the area/s of specialisation indicated by the project needs
- Demonstrated skills in presenting, 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 create local community networks

RESPONSIBILITY & ACCOUNTABILITY

The Project Officer Greener Cities is directly accountable to the Project Manager Wild Futures.

The role will also work in collaboration with the WHS, Communications & Marketing and the Community Engagement Teams.

FINANCIAL DELEGATION AUTHORITY

The Project Officer Greener Cities has a Grade 5 financial delegation in the Revive Department

WORKING CONDITIONS

The position is based in Western Sydney 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.

POSITION DESCRIPTION ACCEPTANCE

Employee Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____