



POSITION DESCRIPTION

Job Title: Project Manager, Wild Futures
Location: Adelaide
Reports to: Campaign Director, Wild Futures
Status: Maximum Term Contract – 4.5 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 Manager, Wild Futures is responsible for the planning and ongoing management of all aspects of the Wild Futures Project. Working within the Campaign Team, this role requires a practical knowledge of the requirements to successfully deliver large scale environment and community projects across multiple jurisdictions.

The Project Manager, Wild Futures will work closely with the Campaign Director, Wild Futures to construct detailed project plans and budgets, including resourcing, monitoring and stakeholder engagement. The incumbent will have the ability to convey the project requirements to an often large and dispersed team with a clear understanding of delivery timeframes and be a strong advocate for the Wild Futures project to drive future investment and participation.

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 through the promotion of CVA's purpose our Campaigns and projects
- Work in accordance with CVA Policies & Procedures and the Employee Code of Conduct

Project Planning & Operations

- Develop and implement detailed project delivery plans

- In conjunction with the Campaign Director construct a monitoring and measurement framework for the project that aligns with the Campaign project logic approach
- Manage and troubleshoot logistics and resourcing across all project operations
- Schedule and track budget expenditure for the project and communicate any issues to the Campaign Director
- Ensure project related equipment and resources are purchased, stored and maintained in line with CVA procedures
- Provide technical advice to project staff in the delivery of project outcomes

Community Engagement

- With the support of the Community Engagement Team develop a community engagement plan for the project
- Proactively develop and maintain professional networks and relationships to support recruitment and engagement targets
- Travel to promote projects and support community involvement as required
- Plan and participate as required in the delivery of community engagement events, ensuring the safety and welfare of volunteers and staff by adhering to the CVA WHS policies and procedures
- Increase community awareness through the promotion of CVA projects and initiatives to local and national networks
- Liaise with People & Culture where necessary regarding volunteer issues or complaints

Leadership

- Model and encourage behaviors aligned with CVA values and operating procedures
- Provide leadership, supervision, guidance and support to all direct reports
- Conduct monthly reviews with direct reports
- Conduct annual and mid-year reviews with direct reports
- Approve timesheets and manage leave requests in accordance with CV policy and procedures

Communications & Marketing

- Work closely with the Communications and Marketing team to construct project specific plans to guide the communications and marketing approach
- Ensure all marketing and communication for the project is in line with CVA protocols and uses approved templates

Stakeholder Engagement

- Liaise with and establish strong business relationships with a diverse range of stakeholders in collaboration with the Campaign Director
- Network with and identify potential project partners and refer these through to the Campaign Director
- Participate in and represent CVA at key conservation sector events

Planning & Strategy

- Arrange and attend higher level meetings with the Leadership Team as required
- Consider potential project leads for the future and communicate these to the Campaign Director

Administration/Other

- Provide reports to the Campaign Director
- Update the CRM system and website, ensuring confidentiality of data
- Regular reporting in line with Standard Operating Procedures
- General office administration duties
- Ensure project purchasing and labor is within operating budget
- Operate and report on budget performance and Profit & Loss
- Other duties as directed

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Relevant tertiary qualifications
- Experience in managing community or environment projects
- National Policer Check
- Current First Aid certificates – Provide First Aid and Provide CPR
- Occupational Health and Safety Level 3

DESIRED QUALIFICATIONS & EXPERIENCE

- Experience in community engagement
- Demonstrated experience in managing direct reports
- Demonstrated experience in achieving measurable outcomes in a project setting

KEY PERFORMANCE INDICATORS

- Construction and implementation of project delivery plans
- Leadership and management of project related staff
- Delivery of projects on time and within budget
- Consistently high WHS performance for all projects

KEY SELECTION CRITERIA

- Demonstrated experience in the management and delivery of large-scale community and environment projects
- Proven ability to lead a team of dispersed employees to achieve outcomes
- Excellent organisation and time management skills with the ability to manage multiple tasks and competing priorities
- High level communication and interpersonal skills
- Demonstrated presentation and writing skills
- Proven ability to deliver projects within budget and provide financial reporting

RESPONSIBILITY & ACCOUNTABILITY

The Project Manager, Wild Futures is directly accountable to Campaign Director, Wild Futures. Direct reports of Project Manager Wild Futures include Project Officers.

The role will also work in collaboration with other campaign teams, Marketing & Communications, Strategic Partnerships and Engagement teams.

FINANCIAL DELEGATION AUTHORITY

The Project Manager, Wild Futures has a Grade 4 financial delegation in the Campaigns & Partnerships Department

WORKING CONDITIONS

The position is based in Adelaide and will require travel to project locations and occasional interstate travel.

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: _____