



POSITION DESCRIPTION

Job Title: Project Officer
Location: Greater Sydney
Reports to: Project Manager
Status: Part time, maximum term contract to 31st March 2023

INTRODUCTION

CVA was established in 1982 and now operates across Australia and New Zealand.

We exist to make a difference – Specifically, our purpose is *to strengthen the health of our communities and our ecosystems for mutual benefit* and the difference that we make is the sum of our on-ground and in-community impacts.

Conservation Volunteers are the conservation engagement experts. In Australia, our whole of organisational 2026 goal is to build and activate a national community of 1 million nature stewards who take action for nature in ways that are good for them and good for nature. We achieve this activation and 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

SUMMARY STATEMENT

The Project Officer is responsible for the efficient and effective delivery of outcomes associated with current contract obligations. Working within the Campaign's Department, this position is ideal for an individual with experience in environmental field work and the ability to achieve project objectives.

The Project Officer will work closely with the Project Manager to execute project delivery within the agreed timeframes.

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

Operational delivery

- Leading and conducting field work as outlined in the project plan
- Ensure the general welfare and safety of all individuals, including strict adherence to Conservation Volunteers Australia WHS policies and procedures
- Maintaining team morale & motivation
- Respond within approved procedures in the case of an accident or emergency
- Make logistical arrangements for the efficient completion of project activities
- Ensure the care, maintenance and safe operation of vehicles, trailers, tools and equipment
- Set high standards of professional leadership and personal behaviour

Project Administration

- Maintain up to date project records in Salesforce/Ops Database
- Prepare and contribute to project progress reporting in cooperation with the Project Manager
- Contribute to the delivery of the project monitoring plan
- General office administration duties
- Other duties as directed

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Previous experience in the delivery of field-based environment projects
- Defensive Driving certificate.
- Current First Aid certificates – Provide First Aid and Provide CPR
- Occupational Health and Safety Level 3
- National Police Check

DESIRED QUALIFICATIONS & EXPERIENCE

- Personal experience as a volunteer
- Experience leading a team of volunteers

KEY PERFORMANCE INDICATORS

- Delivery against the operational project plan on time
- Project related reporting is completed on time to a high standard
- CVA's WHS Management System is consistently applied

KEY SELECTION CRITERIA

- Demonstrated experience in the coordination and delivery of community focussed environment projects
- Demonstrated presentation and writing skills
- Excellent organisation and time management skills with the ability to manage multiple tasks and competing priorities

RESPONSIBILITY & ACCOUNTABILITY

The Project Officer is directly accountable to the Project Manager.

The role will also work in collaboration with the WHS team.

FINANCIAL DELEGATION AUTHORITY

The Project Officer has no financial delegation in the Campaigns and Engagement Team

WORKING CONDITIONS

This position is based in Melbourne 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, 10% 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.

OUR COMMITMENT TO CHILD SAFETY

Our organisation is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. Our organisation has robust human resources and recruitment practices for all staff. Our organisations is committed to regularly training and educating our staff on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

POSITION DESCRIPTION ACCEPTANCE

Employee Name: _____ **Signature:** _____ **Date:** _____

Manager Name: _____ **Signature:** _____ **Date:** _____