

POSITION DESCRIPTION

Job Title: Project Officer, Wild Futures
Reports to: Project Manager

INTRODUCTION

Conservation Volunteers Australia is a national, cause-based organization, established in 1982. 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.

We are Australia's conservation engagement experts. In Australia, our whole of organisational 2026 goal is to build and activate a national community of 1 million nature stewards. We provide our community with inspiration and opportunities to 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 Wild Futures Project Officer is responsible for helping deliver Wild Futures Campaign projects. Working as part of the Campaign Team, you'll apply your experience and aptitude for community engagement to ensure the project achieves the change and impact required as part of our campaign and organisational goals. As a Wild Futures Project Officer, you will work closely with your Manager to assist in the design and delivery of face to face and online engagement activities, including field events and workshops. You will also work closely with other staff in the Wild Futures team, our Engagement, Communications and Safety teams, our processes and procedures, and the wider CVA staff community. You will be accountable to your Project Manager for the quality and timeliness of your work.

The Project Officer will have the ability to understand, communicate and effectively motivate program participants around a diversity of sustainability topics including environmental conservation, climate change and leadership. The Project Officer is a strong advocate for Wild Futures projects, using skills in areas such as science communication, environmental education, facilitation, citizen science, bush regeneration, sustainable agriculture, biodiversity or climate advocacy, etc.

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
- 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

Operational Delivery and Engagement

- Work with CVA and contract staff (where relevant), to assist in designing and incorporating high quality community engagement practices and strategies into project delivery

- Assist in developing and maintaining stakeholder relationships
- Assist in planning, coordinating, and where required, facilitating community engagement events in person and online
- Ensuring the general welfare and safety of all individuals, including strict adherence to the CVA WHS policies and procedures
- Content development and subject matter/stakeholder research as directed by the Project Manager
- Project promotion to support community awareness and engagement to local networks
- Liaise with People & Culture where necessary regarding volunteer issues or complaints
- Maintain participant morale & motivation
- Leading and conducting field work as outlined in the project plan
- Respond within approved procedures in the case of an accident or emergency
- Ensure the care, maintenance and safe operation of vehicles, trailers, tools and equipment
- Set high standards of professional leadership and personal behaviour

Communications & Marketing

- Work closely with the Project Manager and Communications and Marketing team to implement 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

Project Administration

- Maintain up to date project records in Salesforce 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

- Experience in the delivery of environmental or similar community engagement projects
- Experience organising community events and working with diverse stakeholders
- Qualifications or equivalent experience in the field of Conservation & Land Management / Environmental Science/ Ecology
- 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

- Relevant tertiary qualifications (sustainability, community development, social change, environmental management)
- Personal experience as a volunteer
- Experience leading a team of volunteers

KEY PERFORMANCE INDICATORS

- Delivery against the 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 focused 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 and may be supervised by a Project Coordinator.

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

FINANCIAL DELEGATION AUTHORITY

The Project Officer has no financial delegation in the Quality, Campaigns and Compliance Team.

WORKING CONDITIONS

This position 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. A mobile telephone will also be provided for business purposes.

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.