

POSITION DESCRIPTION

Job Title: Project Officer
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.

Conservation Volunteers Australia aspire to be Australia’s conservation engagement experts, providing pathways for people to connect to and to take action for nature.

Now in its 40th year, Conservation Volunteers Australia has engaged millions of people in communities nationwide to lend a hand to nature, making enormous contributions to conservation, enhancing the physical and mental well-being of communities around the country, and promoting practical connections to our unique natural heritage.

Over the next few years, we will be building, nurturing and activating a massive community of people across the country - our ambition is that this community of Nature Stewards will grow to be 1 million people strong.

SUMMARY STATEMENT

The Project Officer is responsible for the efficient and effective delivery of Revive projects. Working as part of the Campaign Team, you’ll apply your experience in the fields of conservation and land management and your aptitude for community engagement to ensure that the project achieves the change it has been designed to achieve. As a Revive Project Officer you’ll translate your technical knowledge of aquatic, coastal and riparian ecosystems into practical action and be a strong advocate for at-scale community participation to meet the objectives of the Revive campaign

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 the 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

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 the delivery of field-based environment projects
- 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

- Relevant tertiary qualifications (sustainability, community development, social change, environmental management)
- Proficient in Microsoft 365 suite, mobile reporting platforms and project management systems
- Personal experience as a volunteer
- Experience leading a team of volunteers

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 Revive is directly accountable to the Project Manager

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

FINANCIAL DELEGATION AUTHORITY

The Project Officer has a Grade 5 financial delegation in the Quality, Campaigns and Compliance department

WORKING CONDITIONS

The 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, employer superannuation guarantee, according to current legislation, and 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.