

POSITION DESCRIPTION

Job Title:	Project Officer
Reports to:	Project Manager
Term:	Until 30 June 2027
Updated:	July 2026

INTRODUCTION

Conservation Volunteers Australia is a national, cause-based organisation, established in 1982. We are a for-purpose organisation and exist to make a difference. Our core purpose is *Connecting people with nature*.

Our mission is to provide every Australian with the inspiration and opportunity to connect with our unique and wondrous natural environment. We believe that connecting a breadth of people, groups and communities with nature will lead to healthier people, more resilient communities, and improved care and appreciation for our natural world.

ROLE PURPOSE

The Project Officer is responsible for the efficient and effective delivery of CVA projects. Working as part of the Program Delivery team, you'll apply your experience in community engagement and conservation and land management to ensure that projects achieve the change they have been designed to achieve and meet the objectives of CVA's programs in WA and beyond as reasonably required.

As a Project Officer, you'll help plan and deliver projects by translating your technical knowledge of the Australian environment into practical action and by being a strong advocate for connecting people with nature.

A Project Officer has the following main priorities:

- **Program and Project Delivery**
Ensure our programs and projects are delivered safely and according to implementation plans, and meet or exceed the expectations of customers, partners and stakeholders.
- **Community Engagement**
Proactively promote projects and engage the community to help facilitate connection between people and nature through our work.
- **Communications**
Actively record project activity and tell their story to engage our audiences.
- **Reporting and Administration**
Accurately create and maintain project reporting, and support Project Managers in reporting requirements.

The role models CVA's values, supports team members and contributes to a culture of trust, empowerment and working together.

KEY RESPONSIBILITIES

General Duties (All CVA Employees)

- Actively demonstrate CVA's core values and help foster a great place to work.
- Maintain a strong focus on workplace health and safety.
- Increase community awareness of our organisation, its purpose and impact.
- Work in accordance with policies and procedures and the Employee Code of Conduct.

Specific Responsibilities of the Role:

1. Program and Project Delivery

Ensure our programs and projects are delivered safely and according to implementation plans, and meet or exceed the expectations of customers, partners and stakeholders.

- Execute your projects' implementation plans, guided by your Project Manager, and in partnership with local, regional and national stakeholders, as required.
- Maintain high-quality working relationships with local and regional stakeholders, including First Nations communities.
- Provide advice on technical, scheduling or other aspects of project activities to community groups, landowners and others, according to the needs of projects.
- Coordinate and support the planning and delivery of local, regional and national corporate partnership events.
- Provide input, as required, into the development of new local, regional and national projects, programs and partnerships.
- Organise project logistics and catering.
- Support the delivery of projects interstate (including travel as reasonably required)
- Safely and effectively organise, supervise and train volunteers and event participants by adhering to WHS policies and procedures.

2. Community Engagement

Proactively promote projects and engage the community to help facilitate connection between people and nature.

- Proactively promote and advertise opportunities to get involved, maintain community interest and achieve community objectives.
- Respond to and manage volunteer enquiries, and provide a high level of customer service to prospective and active volunteers.
- Engage the community online and through field events.
- Ensure compliance with CVA's volunteer recruitment and management processes.

3. Communications

Actively record your projects and engage audiences by telling their story.

- Tell your projects' stories by regularly capturing and sharing digital content, guided by project communication plans and CVA's communications processes and protocols.

4. Reporting and Administration

Accurately create and maintain project reporting, and support Project Managers in reporting requirements.

- Ensure all records related to community engagement and delivery are complete, accurate and up to date.
- Prepare and contribute to project progress reporting in cooperation with the Project Manager.
- Contribute to the delivery of the project monitoring plans.
- Conduct research, as required, to validate and improve project outcomes.
- Complete general office and storage administration duties, including WHS compliance.
- Perform other duties as directed.

KEY PERFORMANCE INDICATORS

Annual performance KPIs will be developed from the following responsibilities and key result areas:

Responsibilities	Key Result Areas	
1. Program and Project Delivery Ensure our programs and projects are delivered safely and according to implementation plans, and meet or exceed the expectations of customers, partners and stakeholders.	• Outcomes and supporting tasks specified in project plans are delivered on time, within budget and to a high standard. • CVA's WHS Management System is consistently applied.	
2. Community Engagement Proactively promote projects and engage the community to help facilitate connection between people and nature.	• Projects and events are advertised, and volunteers are engaged to meet engagement targets. • Volunteer feedback and/or surveys are sought for every project.	
3. Communications Actively record your projects and engage audiences in their story. Tell your project's story by regularly capturing and sharing digital content, guided by your project's communication plan and CVA's communications processes and protocols.	• Project activity is consistently recorded to enable its story to be told. • Testimonials from volunteers, community members and partners are captured. • Collaboration with the Communications and Community Engagement teams is consistent and effective.	
4. Reporting and Administration Accurately create and maintain project reporting, and support Project Managers in reporting requirements.	• Project-related reporting is completed on time and to a high standard.	

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Qualifications or equivalent experience in the delivery of field-based environmental 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 the Microsoft 365 suite, mobile reporting platforms and project management systems
- Personal experience as a volunteer
- Experience leading a team of volunteers

RESPONSIBILITY & ACCOUNTABILITY

- The Project Officer is accountable to the Project Manager.
- The Project Officer supervises volunteers as required.

FINANCIAL DELEGATION AUTHORITY

The Project Officer has a financial delegation according to the current Delegation Table on the CVA Intranet.

WORKING CONDITIONS

- The position is based in Perth.
- Some domestic and interstate travel is expected.
- Some out-of-hours work is expected in this role.