



JOB DESCRIPTION FORM

Environmental Education Officer

1. POSITION CONTEXT

Nature Conservation is an independent, community-based, not-for-profit organisation. It works to combine the grassroots support of the regional community with sound conservation science and pragmatic policy initiatives to achieve sustainable environmental outcomes.

The 'Our Patch' Environmental Education Program aims to increase ecological awareness in young people through engagement with nature and involvement in local conservation issues and programs. The program fosters our future environmental stewards inspiring children to value, respect and care for nature. 'Our Patch' currently works with over 500 from 8 local primary schools in the region.

'Our Patch' is currently delivered to both Year 3 and Year 6 students. The focus in Year 3 is to provide an introduction to local native flora, fauna and ecosystems and in the Year 6 to build on this learning through a catchments and waterways module. Strong links to current conservation programs and activities are always made through the education program.

Nature Conservation has a successful program outline for the 'Our Patch' Environmental Education Program which has been delivered over a number of year. This program is expected to be continued, however Nature Conservation welcomes input and ideas to value add and improve the program from the successful candidate.

2. POSITION DETAILS

Position Title

Environmental Education Officer

Position Term

Contract commencing February 2019 and expiring 31 December 2019 with possible extension depending on funding arrangements and performance.

Remuneration package:

Total remuneration package of \$31,498.47 per annum which takes into account:

- Salary (0.4 FTE Pro rata Level 4.1 WA Public Service) \$28,765.73 per annum
- Superannuation (9.5% of Salary) \$ 2,732.74 per annum
- 0.4 FTE Pro rata Annual, Personal and Long Service Leave

Location and Office Accommodation:

Nature Conservation Margaret River Region Office, Margaret River Community Resource Centre, 33 Tunbridge Street, Margaret River, WA 6285.

3. POSITION DUTIES & RESPONSIBILITIES

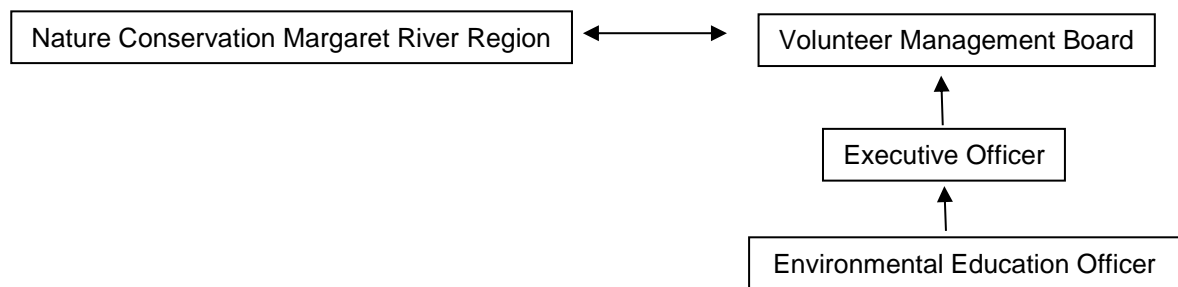
The primary function of the Environmental Education Officer is to:

- Coordinate delivery of the ‘Our Patch’ Environmental Education Program in 8 local primary schools on behalf of Nature Conservation Margaret River Region.
- Design program activities to link where possible to Nature Conservation Margaret River Region’s other conservation and engagement programs.
- Assist the Executive Officer to source and secure funding to continue the ‘Our Patch’ Environmental Education Program and report to funders and local community supporters.
- Assist the Executive Officer with the strategic review and development of education programs for the Margaret River region.

The specific responsibilities and duties of the Environmental Education Officer include:

- Deliver the ‘Our Patch’ Environmental Education Program in 8 local primary schools during the 2019 school year including:
- Make logistical arrangements for all program incursions and excursions;
- Ensure the general welfare and safety of project participants, including strict adherence to approved work practices, safety and personal conduct;
- Liaise with project stakeholders to ensure all objectives are met by the program;
- Promote the program and its outcomes using the print and social media;
- Manage the project budget and expenditure;
- Monitor and evaluate the outcomes of the project and provide reports and presentations on project outcomes when required;
- Report when required on the progress of the environmental education program to the Executive Officer, Management Board and funding organisations.
- Assist to source funding to continue and extend environmental education activities which meet the objectives of Nature Conservation Margaret River Region.

4. POSITION REPORTING RELATIONSHIPS



5. POSITION SELECTION CRITERIA

Essential Criteria

1. Tertiary qualification in education, environmental sciences or equivalent experience in the environmental education field.
2. Demonstrated knowledge and understanding of the values and major threats to the health of the natural environment.
3. Good oral and written communication and interpersonal skills to enable effective communication with a range of program stakeholders.
4. Capacity to work independently, organise work, manage budgets and meet deadlines.
5. Current 'Working with Children Check' (WCC) or evidence that an application for one has been submitted.
6. Current 'C' Class Driver's License

Desirable

1. Experience as an educator in the school environment or environmental field.
2. Knowledge and understanding of how to link environmental programs to the school curriculum.
3. Knowledge and understanding of the natural environment of the Margaret River region.
4. Current Senior First Aid Certificate
5. Current Bronze Medallion

6. RECRUITMENT AND SELECTION PROCESS

Nature Conservation Margaret River Region is committed to fair, equitable and transparent recruitment processes. Key steps in this recruitment process include:

1. Applications are submitted by the due date **4.00 pm Monday 21 January 2019**. No late applications will be accepted. Applications should be forwarded by email to caroline.hughes@natureconservation.org.au.
2. The Selection Panel assesses applications against the selection criteria and invites short listed applicants for interview.
3. Interviews are conducted.
4. Referee checks undertaken.
5. Selection report prepared.
6. All applicants notified.

Nature Conservation Margaret River Region is keen to complete the selection process as quickly as possible to enable the position to be filled by early to mid February 2019.

7. SUBMITTING YOUR APPLICATION

Your application should include the following:

1. Cover letter outlining your interest in the position.
2. Statement addressing all aspects of the selection criteria;
 - treat each criterion separately
 - explain how you meet the criteria
 - use examples to demonstrate your specific skill and knowledge.
3. Your Curriculum Vitae should provide the following information;
 - academic and/or professional training (including photocopy(s) of your qualifications
 - description of your work experience and skills starting with the most recent
 - major accomplishments at work.
4. Referees: The panel will ask your referees how well they think you meet the requirements of the job. You should always advise your referees of the position and selection criteria required before nominating them in your application.

8. PROGRESS OF YOUR APPLICATION

Once applications have closed, all applications are sent to the selection panel. The panel will contact you directly if you have been selected for interview. Those applicants who are not selected for an interview will only be notified that they have been unsuccessful once the recruitment process is complete. Should you require feedback on your application after the recruitment process please contact Caroline Hughes on 9757 2202 or caroline.hughes@natureconservation.org.au.

Any questions should be directed to Caroline Hughes, Executive Officer on 9757 2202 (Tues-Thurs) or 0421 750 408.

Further information about Nature Conservation Margaret River Region is available at www.natureconservation.org.au