

Community Grants and Volunteer Liaison Coordinator

Position Description

Date: Tuesday, 3 January 2023

The organisation

As Australia's only national bird conservation charity, we are on a mission to put birds and nature on the path to recovery within a decade, leading and facilitating action that halts biodiversity loss and restores ecosystems. We can only achieve this with the help and support afforded to us by our diverse stakeholders including supporters, campaigners, donors, members and like-minded conservation organisations.

BirdLife Australia takes a science and evidence-based approach to bird conservation. Where strong conservation plans are in place and well-resourced the evidence tells us that threatened species can be brought back from the brink of extinction. With a 100-plus year history and Australia's strongest and longest-lived collection of data and surveys, BirdLife Australia brings a wealth of observation and experience to the protection of native birds.

BirdLife Australia is a diverse organisation with more than 330,000 supporters, donors, volunteers, campaigners and members, over 130 staff across Australia, and a network of more than 40 voluntary community groups.

A significant part of BirdLife Australia's work is done by volunteers acting either alone, in organised groups or serving on Committees. It is important that all staff understand and appreciate the contribution made by volunteers, and are also mindful of their varying skills, interests and motivations.

BirdLife Australia acknowledges the important role First Nations People throughout Australia have played, and continue to play, caring for Country. We acknowledge their continuing connection to land, sea and community and pay respect to Traditional Owners and their cultures, and to their Elders both past and present. BirdLife Australia endeavours to facilitate the further engagement of Indigenous Australians in the research and conservation of our native birds.

The role

Reporting to the Participation Strategy Manager, the role will work with BirdLife Australia staff, Network branches and external volunteer groups to identify resourcing sources and develop grant applications and support finance, governance, and administrative needs. The role will help shape funding applications and support staff and volunteers to acquit and administer successful grants. The role will also oversee the administration of the BirdLife Australia Community Grants program, worth approximately \$80,000 annually.

Position title

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Position objective

To ensure that supporters, local communities, and our Network have the tools, knowledge, and power to protect and restore birds and their habitats.

Status

This is a full-time position on a continual contract.

Staff reporting

This role does not have any direct reports.

Remuneration / Job Level

Salary at Level 3 (*based on published Level / Grade Remuneration Scales*)

Location

This is a hybrid position based from BirdLife Australia's National Office Carlton and a home office location. Alternative locations will be considered based on strategic merit.

Reporting

This position reports to the Participation Strategy Manager.

Key relationships

Internal: Conservation Program Leaders and Managers, Digital Engagement Program Leaders, Campaign Manager and Community Organiser, Corporate Services team

BirdLife Australia volunteer Network Branch and Special Interest Group office bearers, other BirdLife volunteer groups and champions and members.

BirdLife Australia Community Grants and Awards Board committee

External: Local community and volunteer groups, First Nations People (including Traditional Owners and representative groups

Potential funders including Government Departments, Foundations, Business, and private organisations.

Travel requirements

Some travel within Australia may be required.

Duties

- Administer the BirdLife Community Grants Program in line with the Bird Conservation Strategy
- Support the acquisition and administration of strategic internal and external funding and resourcing of BirdLife branches and volunteer groups

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- Support external community groups to secure grants and funding from Government, philanthropic and other sources for projects aligned with the Bird Conservation Strategy.
- Facilitate liaison between BirdLife conservation programs and BirdLife branches, volunteer and community groups to align grant ideas with conservation priorities and co-design funding applications
- Facilitate liaison with BirdLife Finance team for Community Grant projects.

Selection Criteria

Essential

- Experience writing grants and funding applications, preferably within a conservation context.
- Excellent communication skills including the ability to build rapport between staff and volunteers
- Excellent time management and coordination skills
- Experience of working with and amongst communities of volunteers
- Competence in financial administration.
- Experience using financial accounting systems such as Netsuite.
- Ability to liaise and negotiate with a diverse range of stakeholders

Desirable

- Experience administering a grant program
- Experience working with Salesforce or other relationship management databases / platforms

Living our Values

- Promote and role model appropriate behaviours that support BirdLife Australia's culture and values.
- Actively demonstrate organisational values.

<i>Passion</i>	<i>Excellence</i>	<i>Leadership</i>	<i>Collaboration</i>	<i>Integrity</i>	<i>Impact</i>
We bring people together around a love of nature	Science and knowledge is at the centre of everything we do	We empower and inspire people to lead with courage and purpose	We embrace diversity and work in partnership with mutual respect	Our success is based on experience, honesty, trust and fairness	We think globally, lead nationally and act locally

OH&S statement

Employees and potential employees should be aware that the requirements of the position include, but are not limited to:

- Limited attendance at evening or weekend meetings

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- Possible driving for extended periods and interstate travel
- Long periods of sedentary desk and computer duties and telephone use
- Possible lifting and moving of heavy equipment and objects
- Overnight and weekend work in the field and at conferences