

# Key Biodiversity Area Project Coordinator

## Position Description

**Date: Monday, 21 August 2023**

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### 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 350,000 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

The Project Coordinator (Key Biodiversity Areas) will help deliver the 2023 Bird Conservation Strategy by ensuring the Key Biodiversity Areas (KBA) network effectively conserves the most important bird habitat across the country. The role recruits and supports KBA Guardians and volunteers in their monitoring and conservation work in collaboration with other BirdLife programs and teams, our network groups, government, NGO and First Nations partners.

## Key Biodiversity Area Project Coordinator agenda

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Reporting to the Citizen Science Program Leader, the Project Coordinator (Key Biodiversity Areas) will work with the Program Leader to revise and deliver a KBA Program Plan to help achieve effective protection of Australia's native birds as outlined in the Bird Conservation Strategy.

The major components to the role include:

1. Support review of the KBA network to ensure we are prioritising conservation of the most important places for the persistence and conservation of birds to deliver the Bird Conservation Strategy.
2. Ensure that the condition of KBAs are improved as a critical step towards achieving our goals of preventing bird extinctions and recovering threatened species .
3. Develop and implement a plan for the expansion of the KBA network for birds and other species. This relies on the successful engagement of diverse stakeholders including scientific experts, governments and landholders.
4. Recruitment, training, coordination and support of volunteers for KBA monitoring, advocacy, and on-ground conservation actions in line with our Participation Strategy and BirdLife's focus on diversity and inclusion.
5. Project management. Supporting KBA volunteers, the network and other partners in developing, funding and implementing local KBA monitoring, advocacy and on-ground conservation projects.

This is a position for an experienced project manager with a background in stakeholder/community coordination, environmental planning, threatened species or similar. A track record in Citizen Science is also essential along with a drive for conservation and the ability to connect with people.

The position requires strong collaboration with staff in the Science and Conservation Team. It also requires excellent people and time management skills to deliver volunteer and partner support effectively and efficiently. The Project Coordinator (KBAs) will manage a part time staff member who supports the technical aspects of the KBA network expansion.

### Position title

Project Coordinator (Key Biodiversity Areas)

### Position Objective

Coordinate partnerships with scientific experts, land managers and support volunteers to ensure that the condition of KBAs are improved as a critical step towards achieving our goals of preventing bird extinctions and recovering threatened species. Empowering people to conserve the most important places for wildlife in Australia.

### Status

This is a full-time position offered on a continual contract subject to termination provisions.

# Key Biodiversity Area Project Coordinator agenda

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## Staff reporting

Technical Support Officer

## Remuneration / Job Level

Salary at Level 3, (*As per published Level / Grade Remuneration Scales*)

## Location

This is a hybrid position with the ability to be worked from the BirdLife Australia National Office, Carlton, Melbourne and home-based location.

## Reporting

This position reports to the Citizen Science Program Leader

## Key relationships

**Internal:** Program Leader (Citizen Science); Citizen Science Team; Planning, Partnerships & Strategy Assurance Team; Government Liason Manager, Campaigns & Participation Manager; Conservation Program Leaders and other conservation program staff; Communication and Engagement teams; BirdLife Australia branches, Special Interest Groups and Network volunteers, Birddata volunteers, KBA Guardians.

**External:** Scientists, Environmental NGOs, Government agencies, land managers, First Nations people.

## Travel requirements

Some travel within Australia will be required

## Duties

Improve bird conservation outcomes by:

### **Developing and implementing a plan to review and grow the KBA network.**

- Revision of existing KBA network to ensure we are prioritising conservation of the most important places for the persistence of birds to deliver the Bird Conservation Strategy
- Prioritization of species, species groups or Triggers for KBA identification
- Analysis and liaison with potential partners for KBA nominations, e.g. experts, scientific institutions, taxonomic associations, government bodies, First Nations people.
- Applications for project funding
- Liaison with global KBA secretariat
- Liaison with KBA National Coordination Group

### **Recruitment, training, coordination and engagement of KBA Guardians**

## Key Biodiversity Area Project Coordinator agenda

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- Ensure best practice engagement by providing timely and relevant feedback for KBA volunteers (e.g annual State of KBAs reports).
- Hold online and in person events/workshops to recruit KBA Guardians and train them in KBA Health-checks and Birddata monitoring.
- Collaborate with BirdLife's programs, branches and Special Interest Groups to recruit additional Guardians
- Coordinate annual Health-checks
- Convene a KBA advisory group
- Support Indigenous Ranger groups in their KBA monitoring and conservation work

### **Support advocacy, monitoring and on-ground conservation work**

- Promote, facilitate and support Guardian and BirdLife branch monitoring and conservation activities to ensure alignment with BirdLife's Bird Conservation Strategy and KBA Program Plan.
- Support grant applications and partnerships for delivering KBA on-ground conservation and monitoring
- Develop partnerships with third party-led KBA work
- Liaise with Campaigns team to coordinate advocacy needs and opportunities
- Liaise with BirdLife's birddata and analytics team to ensure KBA monitoring/surveys align with birddata functionality or support development of appropriate tools e.g. shared sites, modules etc.
- Management, development and quality assurance of the KBA Health-check database in collaboration with software developers
- Support BirdLife Indigenous Grant for Bird Research and Conservation applications
- Prepare letters of supports, permit applications etc.

### **Project Management**

- Manage contractual milestones to ensure projects meets deliverables on time and on budget, and to ensure all reporting obligations are met;
- Coordinate volunteers and partners for survey and conservation work
- Collaborate with Strategy Assurance team in design and analysis of projects
- Promote successful projects in internal and external communications
- Ensure all BirdLife procedures and policies are followed

### **Management and collaboration**

- Manage a small team, initially a technical support officer;
- Work collaboratively with other staff to ensure conservation is a primary driver in all BirdLife Australia's work;
- Work closely with the Planning, Partnerships and Strategy Assurance team to ensure KBA monitoring effectively measures progress towards BirdLife's Strategic Goals;

## Key Biodiversity Area Project Coordinator agenda

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- Grow BirdLife Australia's engagement with First Nations People to help implement our conservation strategy;
- Other duties as required by Citizen Science Program Leader.

### Selection Criteria

#### Essential

- A relevant degree with experience in the science and/or planning and policy/ conservation sector
- Experience working with community groups
- Demonstrated experience in managing projects with multiple partners
- Experience in citizen science monitoring programs
- An understanding of databases
- A positive outlook and the ability to work collaboratively to achieve shared goals consistent with BirdLife Australia's values
- Excellent interpersonal, representational, and relationship-building skills
- High level computer literacy

#### Desirable

- Statistical and analytical skills
- GIS competency
- Thorough knowledge of one or more groups of Australian fauna and flora
- A good understanding of and connections into academia or other environmental networks
- Insights into the birding community and/or environmental NGOs
- An affinity with the aims and philosophy of a not-for-profit conservation organisation, philanthropy and the environmental sector
- A track record of successful funding applications

#### Workstyle, attributes, and attitudes

- A high level of professionalism in all work
- A team player with a highly collaborative style and the ability to manage up and down
- Responds positively to feedback and ability to provide constructive feedback
- A willingness and capacity to work flexible hours as and when required
- Motivated by collaboration and collective success
- Takes responsibility and exercises initiative
- Reliable and responsive Adaptable working styles

### Living our Values

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

## Key Biodiversity Area Project Coordinator agenda

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<i><b>Passion</b></i>	<i><b>Excellence</b></i>	<i><b>Leadership</b></i>	<i><b>Collaboration</b></i>	<i><b>Integrity</b></i>	<i><b>Impact</b></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
- 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