

Species Recovery Support Coordinator

Position Description

Date: Wednesday, 16 October 2024

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.

BirdLife Australia is truly local to global, with a network of more than 40 voluntary community groups on the ground in Australia, and is the Australian member of the BirdLife International partnership, the world's largest partnership for conservation.

Our growing network of people generously give their time, expertise, voice and financial support, standing together with us to help protect Australia's unique birdlife.

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.

Position title

Species Recovery Support Coordinator

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Position objective

BirdLife Australia is a lead organisation for the recovery of threatened birds in Australia. This position will develop and deliver key support, governance, capacity building and training initiatives for recovery coordinators and advisors aimed at improving outcomes for Australian birds, focusing on preventing extinction and ensuring the effective implementation and evaluation of recovery coordination actions.

Status

This role is a part time (0.8 FTE) role offered on a 2-year maximum term contract to 30 March 2026.

Staff reporting

None

Remuneration / Job Level

Part time salary at Grade 3, with level-based program complexity, scale, experience and expertise

Location

This role has a flexible location.

Reporting

This position reports to the Manager Policy and Species Recovery.

Key relationships

Internal

Manager Policy and Species Recovery, Director Terrestrial Birds, Director Coastal and Wetland Birds, Director Science and Priority Landscapes, Director Bird Conservation Strategy, Senior Advocacy Manager, Conservation Program Managers, BirdLife Network groups, Species Recovery Coordinators and Advisors, Participation and Engagement, and other departments.

External

National Recovery Teams, Conservation Committees, Australian Government, state and local government authorities, NRMs, researchers, experts, community organisations, and other stakeholders.

Travel requirements

Some travel within Australia may be required.

Species Recovery Support Coordinator

Duties

Working with the Manager Policy and Species Recovery to:

- Prepare, deliver, monitor and evaluate Recovery Team Health Checks;
- Develop and provide assistance, resources, tools and templates to support Recovery Coordinators and Advisors;
- Coordinate a “community of practice” network to harness shared learning, problem solving, and other needs of the Recovery Coordinators and Advisors to ensure role consistency, effectiveness and improvement;
- Develop and oversee training, capacity uplift, assessment and other initiatives that improve recovery coordination and effectiveness;
- Identify and establish systems, resources and processes for improved governance, communication and record keeping for Recovery Teams.
- Establish communications and strong governance processes for Recovery Teams and where required, directly support Recovery Teams including national registration, annual reporting, TSX data, stakeholder engagement and facilitate communication between the Recovery Teams and the Department of Climate Change, Energy, Environment and Water (Commonwealth);
- Coordinate and/or support internal and external reports, such as national annual reports, MERIT reports or other progress report information;
- Provide assistance or guidance to the development of the Recovery Team Work Plans, to guide recovery efforts for 18-24 months (or beyond);
- Work as part of a team that ensures continuous organisational improvement and takes responsibility for creating a positive work environment; and
- Other duties to support to other Priority Bird or other EPBC listed Recovery Teams where appropriate.

Selection Criteria

Essential

- University qualifications in ecology or another relevant discipline, and at least 3 years’ experience working in the field of applied conservation.
- Strong knowledge of species recovery, management of threats and conservation solutions, technical expertise in species conservation.
- Strong interpersonal, representational and relationship-building skills, including experience managing and consulting with stakeholder groups, and conflict resolution skills.
- Experience working with multiple stakeholders, committees and community.
- Strong project management, planning and organisational skills. Attention to detail.
- Ability to self-start, work to tight timelines and demonstrated experience delivering grants on time, on budget and to the funder’s satisfaction.
- Demonstrated ability to work both independently and as part of a team.
- Excellent written, verbal and interpersonal communication skills. Competency in word processing.

Species Recovery Support Coordinator

Desirable

- Demonstrated analytical skills, including managing and analysing datasets, and knowledge of other tools, including MERIT and Miradi.
- Demonstrated interest in and knowledge of threatened species conservation and recovery programs.
- Experience in conservation advocacy and policy influence.
- An appreciation and understanding of science-based conservation, and a desire to find practical solutions to managing human-wildlife conflict.

Workstyle, attributes, and attitudes

- A positive outlook and ability to work collaboratively to achieve shared goals consistent with BirdLife Australia's values
- Demonstrated personal initiative and problem-solving skills
- Ability to work with a variety of people
- Reliable, dedicated and focused
- Ability to work well with minimum supervision and to take high-level responsibility for workplan delivery
- A willingness and capacity to work flexible hours as and when required

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

Safety 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

Species Recovery Support Coordinator

- 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