

[Meeting name]

Position Description

Date: **Tuesday, 22 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 330,000 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

Mallee Threatened Birds Coordinator

[Select Date]

Position objective

The Mallee Threatened Birds Coordinator plays an important role in helping BirdLife Australia achieve its strategic goal of improving outcomes for Australian birds. The role will manage and support conservation projects to prevent the extinction of threatened Mallee birds.

The objective of this position is to coordinate stakeholders engaged through the Mallee Threatened Birds Committee, and identify key actions, manage projects and engage partners to recover threatened Mallee birds under the objectives of the Mallee Threatened Birds Conservation Action Plan (CAP) and BirdLife Australia's Bird Conservation Strategy.

Status

This is a part-time (0.8FTE) role offered on a 2-year maximum term contract. Continuation will be subject to available funding.

Reporting

This position reports to the Manager Priority Threatened Birds.

Staff reporting

No direct reports.

Remuneration / Job Level

Level 3 (pro-rata) based on program complexity, scale, experience, and expertise.

Location

The position is a working from home based position within the Mallee Region or in the National Office, Melbourne. Alternative locations will be considered based on strategic merit.

Key relationships

Internal: Manager Priority Threatened Birds, Director Terrestrial Birds; Threatened Species Coordinator; Executive Director Conservation and Science; Director Bird Conservation Strategy, Senior Advisor First Nations; the Data and Analytics team; communications, engagement and development staff.

External: Threatened Mallee Birds CAP Committee, Natural Resource Management authorities (e.g. Local Land Services and Catchment Management Authorities), universities, recovery teams, government organisations, non-government organisations landholders, Traditional Owners and representative groups, Local Government, community groups and the general public.

Travel requirements

Some travel within Australia will be required.

Duties

Working with the Manager Priority Threatened Birds to:

- Support the implementation and review of, and monitor (Miradi) performance against the Mallee Threatened Birds CAP and key conservation projects that are identified as priorities

under this plan, aligned to BirdLife's mission and vision and KPIs under the Bird Conservation Strategy;

- Lead the coordination of the Mallee Threatened Birds CAP Committee, and key stakeholders (community, research), maintain membership records, all reporting and other records, project planning, administration, tracking and reporting;
- Initiate and maintain effective alliances/relationships with external stakeholders and decision makers to deliver the Mallee CAP, including working with the CAP Committee Chair to organise and prepare meetings.
- Coordinate field work and technical input from the CAP Committee for priority funded projects;
- Facilitate Strategic Partnerships with local government, state government, non-government organisations and alliances, to advance conservation outcomes for Mallee birds;
- Contribute to key evaluation, learning and improvement in governance, coordination and communications requirements for the Mallee Threatened Birds CAP Committee;
- Participate in the BirdLife Recovery Coordination community of practice, relevant Recovery Team initiatives, and CAP working group;
- Deliver Mallee threatened bird projects including those that increase our understanding of habitat and landscape restoration, build capacity in priority conservation and monitoring actions, and advise practitioners on best practice management and policy for Mallee threatened birds;
- Support content and communications, raised awareness and where appropriate preparation of written communications, media, web content, events and advice to partners and stakeholders to assist with campaign messaging and approaches;
- Work with the Advocacy team to identify potential legislative or other impacts, develop or contribute to submissions, engage in consultations and navigate conflicts in policy and planning that will improve conservation outcomes for Mallee threatened birds
- Support and lead initiatives to grow funding and resources to implement key CAP actions, including preparation of grant applications and funding pitches, and development of relationships with key funders, to develop the capacity, scale and reach of the program and local projects;
- Work as part of a team that ensures continuous organisational improvement and takes responsibility for creating a positive work environment; and
- Other duties as required by the Manager Priority Threatened Birds that are reasonable and within the scope of the current position description.

Selection Criteria

Essential

- A highly motivated self-starter who is able to plan and manage their work proactively.
- A Degree in Conservation Biology, Environmental Science or related field with at least 2 years' experience in the science or environmental sector.
- Demonstrated experience working collaboratively with multiple project partners, including skills in relationship building.

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- Demonstrated experience in and knowledge of threatened species conservation and recovery programs.
- Experience prioritising project tasks, reviewing and managing project deliverables, dealing with unexpected challenges, making informed project decisions, meeting project deadlines and operating within budget.
- Excellent verbal and written communication skills, including experience or skills in preparing project reports and publications.
- An appreciation and understanding of science-based conservation, and a desire to find practical solutions to delivering tangible outcomes for Mallee birds.

Desirable

- Data management and analytical skills,
- Knowledge of desktop project management tools, including Miradi and Avenza

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

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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.
- 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.