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**CONTRACT DESCRIPTION**

**Executive Officer**

**DATE: 10 September 2021**

**CONTRACT STATUS: 2 days (18/hrs) per week**

**RENUMERATION: Daily rate commensurate with experience**

**REPORTING: This position reports to a delegated member of the Albury Conservation Company Board**

# OVERVIEW:

Albury Conservation Company (ACC) is seeking a suitable contractor to undertake our Executive Officer role.

Established in 2006, ACC is a small not-for-profit, community-based organisation that helps to conserve biodiversity in Albury Wodonga, Australia’s 20th largest city. Our vision of the ACC is for Albury / Wodonga to be recognised as a leading example of how to successfully balance urbanisation with protection of threatened species.

# ACC’s mission is to help maintain viable local populations of threatened species through:

* scientific research and monitoring
* on-ground action
* community engagement and capacity building.

We believe that Albury / Wodonga can expand to provide new homes for residents without sacrificing the wildlife that also call this place home – Squirrel Gliders, Sloane’s Froglet, woodland bird species and more.

**OVERALL POSITION OBJECTIVES AND RESPONSIBILITIES**

The objectives of the Executive Officer role are to:

* Build financial sustainability through identifying and pursuing funding opportunities via government, philanthropic, business and public donor sources;
* Lead all communications, stakeholder engagement and partnership building;
* Manage the organisation to deliver a range of conservation initiatives; and
* Facilitate and enhance community engagement with ACC’s programs, whilst building awareness and appreciation of Albury / Wodonga’s unique biodiversity values.

The responsibilities required of the role are to:

* Lead the successful delivery and expansion of ACC’s programs, including the Albury Wodonga Threatened Species Monitoring Program and Albury Wodonga Nature Map;
* Identify and pursue fundraising opportunities that closely align with ACC’s strategic objectives;
* Initiate and maintain networks with key stakeholders to promote resource sharing, harness support for delivery of projects, and advance the company’s interests.
* Represent the company on Albury City’s Sustainability Advisory Committee (SAC), Thurgoona Community Action Group (TCAG) and other relevant forums as directed by the Board.
* Coordinate submissions to key external policies, strategies and plans that interact with the company’s visions and mission, as advised by the Board.
* Manage ACC contractors/consultants to ensure projects, on-ground works and activities are delivered efficiently and effectively.
* Manage project budgets in collaboration with the company’s Chairperson / Public Officer.

**ORGANISATIONAL RELATIONSHIPS**

Internal

* Albury Conservation Company Board of Directors
* Contractors

External

* Funding organisations - e.g. Ross Trust, Albury City Council, Wodonga Council, Wettenhall Environment Trust
* Local Government – Albury City Council, Wodonga Council
* State Government – NSW Department of Planning, Industry and Environment, Department of Environment, Land, Water & Planning (Victoria); Murray Local Land Services, North East Catchment Management Authority
* Albury Sustainability Advisory Committee
* Thurgoona Community Action Group
* Landcare Groups – e.g. Wodonga Urban Landcare Network, Woolshed Thurgoona Landcare Group
* Albury Wodonga Nature Map members and moderators
* Members of the public / volunteers
* Media

**QUALIFICATIONS AND EXPERIENCE**

* Qualifications and expertise in natural resource management, or another field relevant to this position;
* Demonstrated ability to communicate effectively, including familiarity with social media platforms;
* Demonstrated experience in fundraising including preparing grant applications, developing budgets, community engagement and procurement processes;
* Current driver’s licence.

**KEY SELECTION CRITERIA**

1. Demonstrated knowledge of, and experience in delivering biodiversity conservation initiatives, preferably in a peri-urban setting, with a broad understanding of NSW and Victorian environmental legislation and strategic directions.
2. Knowledge of local government’s role in urban planning and environmental management, with a demonstrated ability to positively influence council’s decision making.
3. Demonstrated experience in project management, including appointment and performance management of consultants and contractors, budgetary control, grant-writing and reporting.
4. High level communication skills (written, verbal and interpersonal), with the ability to gain trust and co-operation from colleagues, external organisations, funders and members of the public.
5. Excellent organisational skills with a demonstrated ability to plan and organise workloads and efficiently complete tasks to meet deadlines.

**OTHER RELEVANT INFORMATION**

* This is a two year contracted position, with review of performance and remuneration after nine months and prior to the beginning of the second year.
* This position ideally suits a contractor or consultant, for example a sole-trader operator with ABN and business insurances. Albury Conservation Company does not directly employ staff at this stage.
* The Executive Officer will need to provide their own office and equipment (personal computer, printer, internet service, email access, mobile telephone) and a reliable vehicle.
* The ACC will provide work-cover insurance and ACC insurance cover will apply to all activities undertaken as detailed in the Work Plan.
* The position description may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the PD will be consistent with the purpose for which the position was established.
* Contact for further information: James Jenkins, Phone: 0408 271 304, Email: [warjenks@bigpond.net.au](mailto:warjenks@bigpond.net.au)