



CONTRACT DESCRIPTION

Executive Officer

DATE: 9 April 2025

CONTRACT STATUS: 1.5 days per week or approximately 12 hrs/week (flexible)

REMUNERATION: up to \$45,066 (incl. GST)

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

LOCATION: Albury Wodonga

OVERVIEW:

Albury Conservation Company (ACC) is seeking to contract a proactive, self-managed individual with suitable skills and experience to undertake the key position of Executive Officer.

Our vision is for Albury/Wodonga to be recognised as a leading example of successfully balancing urbanisation with the protection of natural environments to enhance threatened species and their habitats. ACC is a small charitable not-for-profit, community-based company that promotes and supports biodiversity conservation in Albury Wodonga, Australia's 20th largest city.

ACC's mission is to undertake ecological monitoring and research to inform on-ground conservation actions. ACC aims to attract and strategically invest funds, engage with community and collaborate with key stakeholders, building capacity in biodiversity management to support viable populations of local threatened species.

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

KEY OBJECTIVES AND RESPONSIBILITIES

The key objectives of the Executive Officer role are to:

- Build and maintain strategic relationships with key stakeholders whilst actively promoting a positive company reputation;
- Develop the financial sustainability of the organisation through identifying and pursuing funding opportunities in line with the Strategic Plan via a range of sources, (government, philanthropic, business, public donation etc);
- Take an innovative leadership role in delivering the company's communications strategy in conjunction with the Board;

- Foster a range of successful conservation initiatives to integrate native biodiversity protection with urban development through program development and stakeholder engagement.

The key responsibilities required of the role are to:

- Initiate, maintain and enhance networks with key stakeholders to advance the company's interests, harness support for delivery of projects, and promote integrated resource sharing.
- Identify, secure and support fundraising opportunities that align with ACC's vision, mission and strategic priorities;
- Develop, communicate and advocate for the successful delivery and expansion of ACC's programs, including the Albury Wodonga Threatened Species Monitoring Program, the Blueprint for integrating nature with urban development, the Albury Wodonga Nature Mapr citizen science platform, as well as new programs as they are identified;
- Effectively represent and communicate on behalf of the organisation in key forums such as Albury City's Sustainability Advisory Committee (SAC), other local community, government and natural resource management organisations, and in the media generally
- Provide strategic advice and support to key stakeholders and community on policies, strategies, plans and on-ground interventions supported by ACC's biodiversity research that foster the company's vision and mission.
- Maintain open, constructive and effective communication and report regularly to the ACC Board of Directors.

ORGANISATIONAL RELATIONSHIPS

Internal

- Albury Conservation Company Board of Directors
- Contractors

External

- Individual funding sources and organisations
- Local Government in the Albury Wodonga region
- State Government – NSW Department of Climate Change, Energy, the Environment and Water, VIC Department of Energy, Environment, & Climate Action; Murray Local Land Services (NSW), North East Catchment Management Authority (VIC)
- Federal Government
- Community Action Groups e.g. Thurgoona Community Action Group, Parklands Albury Wodonga
- Landcare Groups – e.g. Wodonga Urban Landcare Network, Woolshed Thurgoona Landcare Group
- Natural Resource Management Forums e.g. – e.g. AlburyCity Sustainability Advisory Committee
- Citizen Science Platforms e.g. Albury Wodonga Nature Mapr members and moderators, Atlas of Living Australia
- Members of the public / volunteers
- Media

QUALIFICATIONS, EXPERIENCE AND KEY SELECTION CRITERIA

- Demonstrated skills and experience in advanced relationship management and high-level influence across a wide range of stakeholders, including an understanding of community engagement principles;
- Qualifications and experience in natural resource management, or another field relevant to this position e.g. environmental management, public policy, strategy or business;
- Demonstrated experience in developing funding strategies and funding applications in collaboration with an executive team, as well as developing and managing budgets;
- Demonstrated ability in implementing effective communication strategies (it would be an advantage to have a familiarity managing social media platforms);
- A self-managed proactive person with excellent organisational skills. They should have a demonstrated ability to plan workloads and meet deadlines.
- Current driver's licence.

OTHER RELEVANT INFORMATION

- This is a **two year contracted position**, with review of performance and remuneration after six 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.
- 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 be amended from time to time according 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: info@alburyconservationco.org.au

