Position Description

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Position Title	**Program Manager (*Program Development*)**
Location	Noosa Shire
Reports To	NBRF Board Chair or Delegate
Role Type	Part-time/Casual, Contract
Expressions of Interest by	May 2020

Business Overview

The Noosa Biosphere Reserve Foundation (NBRF) is a not-for-profit organisation established by the Noosa Shire Council to identify and action 'big ideas' aligned with the aims of the UNESCO Man and the Biosphere Program.

Our role is to manage a charitable trust to support projects and ideas that enhance biodiversity conservation and promote sustainable living in Noosa.

Run by a skills-based volunteer board of directors, we set strategic priorities unique to the Noosa Biosphere Reserve, enabling science-based projects that meet certain criteria.

Purpose

Accelerate Foundation's Big Ideas from proposal through to the final project delivery (including broad oversight, coordination and reporting on current projects and development of future projects and submissions).

Responsibilities

- Collaborate with the NBRF Board, staff, project partners and external stakeholders.
- Facilitate ideation and initiation of Foundation's Big Idea projects.
- Steward the submission of projects through the NBRF internal approvals process.
- Provide quality assurance for Big Idea projects.
- Identify or obtain relevant subject matter expertise.
- Work with the NBRF Board & Staff to further develop bespoke commercial/partnering models.
- Establish relationships with external partners and stakeholders.
- Coordinate the development of a detailed offering that differentiates NBRF in the market.
- Regularly report to the Board

You may be requested to perform duties outside of the listed scope of responsibilities from time to time, as required.

Experience, Skills, Knowledge and Qualifications

Experience

- Taking on multiple new opportunities and challenges with a sense of urgency, high energy, and enthusiasm.
- Record of successfully working with stakeholders to achieve positive results.
- Experienced in maintaining close and effective relationships with internal & external stakeholders

Skills

- Hands-On approach to developing opportunities in their infancy
- Ability to encourage and enable people to work together as a team
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines
- Determines and utilises appropriate communication

- Proficient in the use of Microsoft Office – Word, Excel, PowerPoint and Outlook

Knowledge

- Knowledge of the Noosa region, its people and environment
- Knowledge of effective governance and operational structures

Qualification

- Bachelor's degree (or equivalent experience) in disciplines of Ecology, Environmental Management, Natural Resource Management, Science, Engineering or Project Management

NBRF Team Attributes

Understanding

- Understanding of the Noosa Biosphere Reserve and UNESCO's Man and the Biosphere Program

Passionate

- Passionate about sustainability, the environment and making a positive difference

Collaborative

- Builds relationships within and outside the team with a proactive and solution orientated approach
- Ability to work effectively as a team member and independently

Accountable

- Holding self and others accountable to meet commitments

Application

To apply, attach the following 2 documents to your email submission:

- A maximum 2-page written response outlining:
    - A general overview of your relevant experience, skills and knowledge in relation to the points listed under responsibilities;
    - An example of you successfully achieving results in a relevant and recent role.
    - A brief statement of how you align with NBRF team attributes
    - Anticipated salary.
- A brief resume including contact details for 2 referees

Applications are to be submitted by email to secretariat@noosabiosphere.org.au by 31 May 2020.

Further information about the Noosa Biosphere Reserve Foundation is available at www.noosabiosphere.org.au.

Note: Applications will remain current for 12 months from the closing date and may be considered for appointment to identical or similar roles as they arise.