

**Why we are here**

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

[wwf.org.au](http://wwf.org.au)

# Job Description

**WWF-Australia**

ABN 57 001 594 074

|                               |   |
|-------------------------------|---|
| <b>Department</b>             | Conservation  |
| <b>Unit/team</b>              | Healthy Land & Seascapes  |
| <b>Job matrix group</b>       | WWF Conservation Level 7  |
| <b>Job title</b>              | Indigenous Fire Coordinator   |
| <b>Reports to</b>             | Senior Manager Social Development   |
| <b>Location</b>               | Sydney, Melbourne, Canberra, Brisbane Offices or other East Coast locations neg.  |
| <b>Job type</b>               | Fixed Term Contract   |
| <b>Contract Period</b>        | 2 years   |
| <b>Hours per week</b>         | Flexible working up to 38 hpw   |
| <b>Approval</b>               | People & Culture Director   |
| <b>Approval date</b>          | 09/09/2020  |
| <b>Organisational context</b> | <p>For over 50 years WWF has been a leading voice for nature. We are the world's largest conservation organisation, working in 100 countries &amp; with over 5 million supporters. WWF-Australia is the 7th largest member of the WWF Network. We work with governments, businesses &amp; communities on environmental issues with a single mission: to build a world where people live &amp; prosper in harmony with nature. We have our foundation in science &amp; we work towards a sustainable planet, striving to conserve biodiversity in Australia &amp; throughout the Oceania region. Behind the scenes of our on-ground conservation projects are teams of scientists, policy &amp; communications experts, lawyers &amp; other specialists, all supported by our regional &amp; national staff members. WWF-Australia does not engage in activities that support political parties, seek to persuade members of the public to vote for or against particular candidates or parties in an election, participate in party political demonstrations, or distribute material designed to underpin a party political campaign.</p> |
| <b>Department context</b>     | <p>WWF-Australia's strategy requires staff to support the delivery of our conservation objectives across the following strategic priorities: <i>Conserve Nature with Equity, Return the Climate to a Stable State, Support Planet Friendly Food, Save Threatened Species, Protect our Marine Life &amp; Engage Millions as Active Stewards &amp; Investors of Nature.</i> WWF-Australia's Bushfire Response Framework envisions a significant expansion of the geographic &amp; thematic reach of our Indigenous engagement. A key focus of this expansion is to support the revitalisation of Indigenous cultural fire management, especially in Australia's southeast.</p>  |
| <b>Purpose of job</b>         | <p>The role identifies, develops &amp; project manages WWF-Australia's partnerships with Indigenous cultural fire practitioners &amp; supports WWF-Australia's broader engagement with Traditional Owner &amp; Indigenous ranger groups. A key part of the role is to collaborate with WWF-Australia scientists &amp; experts to combine Western science with Indigenous knowledge of Country, particularly in relation to cultural burning practices to facilitate improved environmental &amp; community outcomes at the landscape level.</p> <p><b>Aboriginal &amp; Torres Strait Islander people are strongly encouraged to apply.</b></p>  |



### **Key accountabilities**

- Works with the Indigenous Engagement Manager & Women Rangers Environment Network Coordinator to develop & implement strategies enhancing the capacity of WWF-Australia to understand & support Indigenous cultural fire management.
- Builds networks, ensures the long-term stewardship of relationships & facilitates partnerships between Indigenous organisations, government agencies, non-government organisations, donors & private businesses to support Indigenous-led cultural & natural resource management.
- Assists in attracting resources & expertise to support Indigenous cultural fire management.
- Designs, develops, proposes, implements, monitors & evaluates a suite of conservation & fire management related projects & grants programs designed to deliver social, cultural & environmental benefits.
- Builds trust & social capital with Indigenous organisations & communities in south-east of the country (e.g. QLD, NSW, ACT & VIC), particularly bushfire-affected areas, with a focus on supporting Indigenous capacity & voices in cultural fire management as part of WWF's commitment to Conserve Nature with Equity.
- Provides advice to staff & partners dealing with Indigenous cultural & natural resource management issues.
- As the technical expert, co-creates rich conservation content to engage WWF audiences & mobilise support.

### **Job level responsibilities**

- Contributes to operational planning, systems, processes, delivery & reporting.
- Complies with legislation, standards, policies & practices, particularly Advocacy with Excellence, Information Security, health & safety, child protection, prevention of sexual exploitation & abuse, security, sustainability, privacy, & equal employment opportunity.
- Aligns own work with WWF's mission, Guiding Principles, Br & I-KODE Values – Acts with Integrity, Knowledgeable, Optimistic, Determined & Engaging.
- Seeks approval from the CEO for international travel.
- Performs budget administration, risk & quality management, & reporting.
- May supervise staff/volunteers/interns ensuring aligned performance, motivation & recognition.
- Represents WWF as a technical expert or authority within discipline, as a spokesperson & presents to groups
- Applies & adheres to the WWF Standards of Conservation Project & Program Management & WWF's Ways of Working.

### **Relationships & communications**

Team-working is WWF's preferred way of working requiring positive & constructive relationships across the organisation. Key relationships include:

- Partners & stakeholders including cultural fire practitioners, scientists, government agencies, Indigenous groups, community groups & other eNGOs.
- Revenue Development teams to connect donors with Conservation On Country projects.
- Conservation teams to ensure cross-collaboration on a range of issues including climate change adaptation, species conservation, sustainable food, social development, etc.
- Marketing & Engagement team to support development of culturally appropriate content for engaging WWF supporters
- Domestic & International Indigenous Networks.

### **Job Challenges**

- The geographically dispersed nature of WWF & the diversity of its stakeholders requires excellent communication & engagement skills.
- Anticipating media, supporter & community reaction to issues & tailoring positions & communication to leverage opportunities & achieve positive outcomes.



- Identifying a set of activities that deliver tangible outcomes to meet Indigenous partner aspirations & WWF goals.
- Working in a remote region of Australia without the support of a team requires the development of rigorous risk management strategies.
- The geographically dispersed nature of WWF & the diversity of stakeholder relationships requires skills in adapting communications & a well developed awareness of the differing needs & requirements of these groups.
- Maintaining knowledge of WWF's strategic objectives & activities & communicating this to the public & supporters in an engaging, meaningful way.

#### Essential selection criteria

- On-ground, practical experience with Indigenous cultural fire management &/or related cultural & natural resource management practice.
- Demonstrated working knowledge of, & experience in identifying, developing, coordinating & implementing projects in partnership with Indigenous stakeholders & Traditional Owners.
- Project management experience, including development of work plans & budgets.
- Experience weaving traditional knowledge & western science relating to land & sea ranger development, Indigenous knowledge systems, cultural heritage &/or sustainable development practices.
- Well developed interpersonal, written & verbal communication skills, including an ability to contribute ideas for digital communications to support donor journeys.
- Demonstrated ability to work autonomously, in a team & with a range of diverse stakeholders, often in remote settings.
- Demonstrated workplace health & safety experience within a field work context.
- Administrative, reporting, monitoring & impact assessment skills including skills in MS Office.

#### Desirable selection criteria

- Knowledge of the environmental, social & community issues affecting Indigenous Australians.
- An understanding of, & support for, workplace sustainability principles.
- A network of contacts within Indigenous & environmental communities.

#### Credentials

Certification II-IV environmental management & experience in cultural & natural resource management, or other relevant tertiary qualifications &/or equivalent experience

- Remote First Aid or willingness to obtain one.
- Clean drivers license & 4WD accreditation or willingness to obtain one.
- Fire planning, management & operational accreditation, or willingness to obtain.

#### Job requirements

- **Aboriginal & Torres Strait Islanders are strongly encouraged to apply.**
- Employment background checks.
- After hours work on infrequent occasions.
- Regular interstate travel & infrequent international travel, with advance notice
- Remote field work which may involve camping & overnight stays.

#### How to apply

Applicants can apply via [http://www.wwf.org.au/about\\_us/work\\_with\\_wwf/](http://www.wwf.org.au/about_us/work_with_wwf/). Only those applicants applying online via the eRecruitment System will be considered. Please include the following two attachments: (1) a cover letter/statements against the selection criteria & (2) your resume (CV), including two referees.