

Position Description
DIRECTOR
Queensland Conservation Council

Location: Brisbane

Hours: Full time (38 hrs per/wk)

Flexibility in working outside standard office hours may be required at times.

Employer: Queensland Conservation Council Incorporated (QCC)

Responsible to: The QCC Executive Committee

Term of employment: Ongoing, with a three month probationary period.

Remuneration: Approximately \$107,000 to \$117,000 per annum (dependent on qualifications and experience), plus statutory superannuation and 17.5% holiday leave loading.

The organisation

Queensland Conservation Council (QCC) is a not-for-profit association whose objective is to work for, encourage and foster the conservation, protection, enhancement and sustainable use of Queensland's natural environment.

Incorporated in 1969, QCC is the state's peak non-government environment group, with around 50 member groups, including ten regional conservation councils, as well as specific issue and national environmental NGOs.

QCC's funding comes from State Government and other grants, private contributions and fundraising activities. An Executive Committee elected by the members is responsible for the overall direction of the organisation.

The role

The QCC Director leads a small but dynamic team that provides organisational, campaign and strategic support for QCC's member groups and coordinates the Queensland environment movement's relationship with the Queensland government, including consultation with Ministers, participation in committees, submission processes, and provision of advice as requested.

The Director's key responsibilities are:

- Lead and coordinate QCC's environmental advocacy campaigns, including coordinating with member groups on campaign activities;
- Supervise the Manager, campaign staff and grant-funded campaign projects;
- Lead and coordinate QCC's engagement with governments, business groups and other sectors of civil society;
- Provide overall management of QCC's budget and finances;
- Oversee implementation of QCC's fundraising strategy and secure new grants or major gifts to maintain and expand QCC's campaign activities;
- Assist the Manager to implement good governance systems, policies and procedures; and
- Contribute to QCC's member groups engagement and support activities.

In relation to the 2020-2023 Strategic Plan, the Director will work across all five focus areas but with an emphasis on:

- Taking action for a safe climate;
- Protecting nature and biodiversity; and
- Bringing people together to create change.

Desired skills and experience

- At least three years' employment at a management or leadership level in the not-for-profit environment or related sectors.
- Ability to work with groups and communities to develop their capacity to advocate for environmental protection.
- Experience of liaising successfully with governments.
- Strong skills in campaign strategy and experience coordinating successful campaigns and projects.
- Ability to use all forms of media to communicate effectively.
- Ability to manage a team of staff and foster a productive and collegiate work environment.
- Experience of raising significant funds for not-for-profit organisations or projects.
- Knowledge of the Queensland environmental movement and current environmental issues.

How to apply:

Email your application to jobs@qldconservation.org.au with "QCC Director Position" in the subject line.

Applications must be received by 9am, Monday 16 November, 2020 and must include, in one pdf attachment:

1. A letter of no more than three pages outlining your relevant skills and experience.
2. A copy of your curriculum vitae, including contact details for three referees.

QCC is an equal opportunity employer.

For more information about QCC, visit our website: www.qldconservation.org.au/

For more information about the position, contact: Sarah Moles, QCC Management

