

POSITION DESCRIPTION

Field Operations & Events Co-ordinator

About Us

Earthwatch Institute is a leading global environmental not-for-profit organisation, committed to conserving the diversity and integrity of life on Earth to meet the needs of current and future generations.

Founded in 1971, and with five offices around the globe, our aim is to empower people to save the natural world. We do this by engaging the community directly in environmental and sustainability experiences through Work (corporate programs), Life (student and teacher programs) and Play (public expeditions). This hands on experience bridges the gap between science and the community and creates an informed society that can translate scientific knowledge into sustainable action.

Earthwatch Institute is the largest citizen science business in Australia. We focus our research on the most critical issues facing our planet (climate change, ocean health, restoring our iconic landscape and protecting our unique wildlife), and have supported thousands of research expeditions across the globe.

We are a small, yet powerful organisation united in the following values:

Responsibility: The wellbeing of our staff, researchers, volunteers and the environments in which we work is at the core of our operations

Integrity: We act at all times in good faith and with exemplary honesty and transparency

Professionalism: All of our actions demonstrate our commitment to the highest standards of professionalism and service

Inspiration: We are inspired by our work and we seek to inspire others with experiences and knowledge that enable them to take action

Inclusion: We are greater than the sum of our parts; we collaborate with others and bring together diverse backgrounds with dignity, respect and fairness

The Role

The Field Operations & Events Co-ordinator is a specialist position, working in partnership with Program Managers to plan the logistics of Earthwatch programs and events. This role ensures the seamless organisation of logistics, OH&S policy and procedure, expedition briefings, field staff training & incident management. In addition, the Field Operations & Events Co-ordinator experiences Earthwatch expeditions first hand, accompanying scientists and participants to the field, getting to know our programs from the inside out as well as playing a vital role in the smooth delivery of Earthwatch events.

Are you ready to dive into a new position of logistics, travel, science, safety, adventure and kick some environmental goals? If so, we're excited to hear what you can bring to our team.

Key Accountabilities

1. Field and Event logistical planning and delivery
 2. Co-ordination of Field and Event OH&S practices
 3. Attend and support Earthwatch expeditions and events
 4. Other duties
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1. **Field logistics/event planning and delivery**
 - In collaboration with the Programs and Education Team, organise logistical aspects of all Earthwatch Australia expeditions and program events, including:
 - Forward planning of expeditions and events
 - Co-ordination of participant registration
 - Planning and booking transport, flights, accommodation and venues
 - Planning and organisation of workshops, community days and events
 - Work within budgets and look for efficiencies
 - Help develop participant materials for Earthwatch Australia Expeditions, including briefing documents
 - Work with the Programs Team to monitor, evaluate & improve Program delivery
 - Assist with program report writing
 2. **Co-ordinate Field & Event OH&S**
 - Prepare safety materials and protocols to manage risk and OH&S for expeditions and events, including Country Threat Assessments, Project Risk Assessments and Emergency Response Plans
 - Become a key member of the Earthwatch Australia Incident Management Team
 - Help co-ordinate field incidents on Earthwatch Australia managed projects
 - Assist with continual process and system reviews and improvements to progress Field Operation & event OH&S procedures
 - Assist in delivery of training for Earthwatch Australia staff in field expedition safety, incident management and event safety
 - Liaise with international Earthwatch staff to ensure global alignment of OH&S practices to meet and exceed best practice standards
 3. **Support and facilitate Earthwatch expeditions and events**
 - Travel to Australian project locations as required to facilitate the delivery of Earthwatch expeditions and events (dependant on Government health directives)
 - Work with Earthwatch staff and scientists in the field to ensure that expeditions are delivered seamlessly and successfully
 - Work with the Earthwatch team to set up and deliver various program events
 4. **Other duties that support our mission**

- Participate in staff meetings, workshops and training activities as required
- Assist with promotional activities
- Undertake other duties as required

About you

We're looking for a passionate, enthusiastic and motivated multi-tasker to work with our Programs Team in co-ordinating and attending citizen science research expeditions and events. You're passionate about environmental sustainability, pro-active and ambitious with a can-do attitude and have a love of travel and the outdoors. You consider your organisation, logistics, OH&S experience and people skills to be key strengths. You successfully work autonomously as well as effectively within a small team environment.

The Essentials

Requirements

- Australian citizen or hold a valid work visa for full time work in Australia
- Valid Australian driving licence
- Degree from recognised tertiary institution in a relevant field (science, ecology, environment/conservation or similar)
- Current Working with Children Check or willingness to obtain
- Up to date Qualification/Certification in remote area first aid, wilderness first aid or senior first aid or equivalent or willingness to attend appropriate training to obtain certificate

Essential Skills & Competencies

- Experience in the planning and delivery of field expeditions to remote locations
- Experience in effective planning and delivery of events
- Strong organisational skills, attention to detail and ability to work to deadlines
- Demonstrated competence in preparing risk assessments
- Demonstrated proficiency in use of Microsoft package (familiarity in CRM use will be viewed favourably)
- The ability to multi-task across a number of programs and quickly build effective working relationships with the team
- Strong time management and prioritisation skills
- Excellent communication skills
- Ability to frequently travel intra and interstate (dependant on Government direction)
- Ability to retain composure & think clearly in emergency situations
- A passion for the environment and education
- Experience working with volunteers

Desirable attributes

- Qualification/Certification in one or more of the following: off-site safety management, risk management and/or incident management and knowledge of international best practice in Risk Management and Field Safety
- Procedure writing experience
- 4WD training or equivalent off-road driving experience
- Experience in organising and delivering large scale events

- Experience in delivery of digital events

Key selection criteria

1. Demonstrated experience in field logistics/event planning and delivery
2. A sound understanding and competence in field and event risk assessment and OH&S
3. Confident in travelling to remote locations and in delivering a high quality participant experience
4. Strong organisational skills and ability to work to deadlines, across a number of programs
5. Collaborative team member, who easily builds rapport and can contribute to a positive work culture

What we offer

MODE OF EMPLOYMENT: Full-time. 1 year fixed term contract

SALARY: As agreed, plus 9.5% superannuation (with future increases aligned with government schedules) and 20 days' annual leave

STAFF BENEFITS:

Extensive travel to remote and beautiful locations across Australia
 Supportive small team environment
 Green office space in Carlton, close to public transport links
 Flexible work arrangements
 Intra and interstate travel (dependant on Government health directives)
 Employee Assistance Program
 Salary packaging option
 Professional Development with upskilling support

REPORTS TO: Head of Programs

POSITION TITLES THAT REPORT TO THIS POSITION: None

INTERNAL RELATIONSHIPS: Earthwatch employees, volunteers/interns, Earthwatch international staff

EXTERNAL RELATIONSHIPS: Research partners, Suppliers, Program partners, Scientists and Sponsors where appropriate, Expedition participants

This is a new role in a small, growing organisation, so it should be noted that this outline cannot be representative of the full tasks list to be undertaken by the successful applicant. It is recognised that the duties of all roles can be subject to change from time to time. Alterations to duties and responsibilities within the scope of the role should be expected.

Earthwatch Australian is an equal opportunity employer and is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, all genders, young people, LGBTQI people and people with a disability are encouraged to apply. Applicants must have the right to live and work in Australia to be considered for this job.

Love the sound of this opportunity, but can't check 100% of the boxes, get in touch! Send your queries to earth@earthwatch.org.au or call us on (03) 9016 7590.

