



POSITION DESCRIPTION

Butt Free Sunshine Coast Coordinator

(Part-Time, Sunshine Coast, QLD)

This position will involve leading the development of our *Butt Free* initiative on the Sunshine Coast. The role will include working with a variety of stakeholders, partners and volunteers to collect baseline data in 7-10 hotspot locations; running partner outreach and site visits, community engagement and school programs; developing and implementing designated smoking zones; as well as installing infrastructure to support the rollout of the program.

Butt Free Sunshine Coast follows on from our successful *Butt Free Byron* and *Butt Free Tweed* projects and you will be supported by these existing teams.

The position will be part-time for 1-2 days per week (negotiable) over a 12-month period, with an opportunity to extend for the right person.

ROLE RESPONSIBILITIES:

Community Engagement

- Engaging key stakeholders (including businesses, local and state government, community groups and schools) in the project;
- Facilitating workshops, trainings, presentations and events;
- Attracting local supporters to expand the project beyond the initial 12-month period.

Research and Data Collection

- Running litter surveys to identify trends and track program outcomes;

- Utilising ARC GIS software to develop maps to monitor key project areas, track project outcomes and report to funders and the PCFML supporters;
- Compiling a 6-month and end-of-project report to highlight challenges, successes and next steps.

Infrastructure Development

- Identifying and implementing designated smoking zones with key partners;
- Being responsible for the organisation, development and installation of assets including butt bins and educational signage at each hotspot location;
- Monitoring installed assets.

Team Management / Public Engagement

- Recruiting and managing volunteers and rosters; running OH&S safety briefings; and being responsible for data recording and field gear;
- An ability to articulate our *Butt Free* campaign in an engaging and professional manner, as well as the organisation's larger campaigns, projects and direction to the general public.

Media

- Contribution to regular media releases, blogs and social media posts;
- Being available for comment through TV, radio and print media.

The ideal candidate will possess the following skill-set and qualifications:

- Have a good understanding of basic data collection;

- Be self-motivated and self-reliant with a strong work ethic;
- Possess a current First-Aid certification recognised in QLD (PCFML will cover this if needed);
- Possess a current open and unrestricted Driver's License or have the ability to acquire one before commencing the role;
- Possess an ability to articulate marine conservation issues in a story telling manner:
 - Relate issues to real people.
 - Know target audience.
 - Ability to articulate conservation efforts to general audience.
- Be personable, outgoing, friendly and respectful;
- Network, build relationships and represent PCFML in a professional manner;
- Have a strong passion for marine conservation;
- Be a good 'team player' that understands group dynamics and can attract volunteers and supporters to the project.

While not a requirement, the following attributes will be given strong consideration:

- A Bachelors (or above) degree in a related-field.
- Knowledge of ARC GIS software or similar GIS surveying apps.

The successful applicants should have strong organisational and personal skills with a desire to implement their own ideas and flair. You will need access to a

suitable working environment, phone and laptop. Agreed expenses will be reimbursed.

REMUNERATION

The role will be paid at an FTE of \$70,000 plus an additional 10% superannuation guarantee. The role will be either a 0.2 or 0.4FTE dependent upon discussions with the successful candidate.

TO APPLY

To apply please send a copy of your **CV** stating clearly ***Butt Free Sunshine Coast Coordinator*** in the title of your e-mail to info@pcfml.org.au. Please also address the following questions in a **cover letter**:

1. Why do you want to work for Positive Change for Marine Life? (max 250 words).
2. What skills and experience (related to the ROLE RESPONSIBILITIES) - including personal, professional and/or academic would you bring to this role? (max 400 words).
3. What challenges, if any, could you envisage arising from this position? How would you manage these? (max 400 words).
4. Why do you think you would be a perfect fit for this position? (max 400 words).

APPLICATIONS CLOSE THURSDAY JULY 29.
