



## Position Description – Impact Team Leader

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<b>POSITION TITLE:</b>	<b>Impact Team Leader</b>
<b>DATE:</b>	<b>28 October 2021</b>
<b>HOURS:</b>	<b>Full time, 5 days per week (1fte), occasional after-hours and weekend work</b>
<b>TYPE OF EMPLOYMENT:</b>	<b>Fixed-term (1 year + 2 renewals, subject to performance reviews)</b>
<b>CLASSIFICATION LEVEL:</b>	<b>Level 6 of the SCHCADS Award</b>

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### Organisation Overview

The mission of the Port Phillip EcoCentre is to connect and inspire people to care for our land, water, wildlife and wellbeing.

The EcoCentre is a not-for-profit umbrella environment organisation with a vision of *a healthy, thriving, and resilient planet where humans live in balance with the natural world*. We work closely with the community, government, schools, businesses, research institutes and a network of approximately 30 affiliate environmental organisations that are primarily based in Greater Melbourne. Our team of scientists, teachers and 3000+ volunteers implement innovative environmental and climate action programs.

The EcoCentre is an incorporated association and is managed by a community-based elected committee of management.

Over the next three years, we are striving for four outcomes:

- **Connect:** People are connected to nature and each other.
- **Act:** Individuals and groups take action to mitigate climate change and protect the environment.
- **Transform:** Our partnerships and networks drive positive systemic environmental changes.
- **Enable:** The EcoCentre is an effective, efficient, inclusive and innovative organisation.

The impact and expertise of the EcoCentre grows dynamically and team members can expect to actively develop and test initiatives, while building our well-respected standing, and ensuring systems are structured for growth. The EcoCentre is currently working with the City of Port Phillip to redevelop the site into a 'world-leadership' rated sustainable community hub.

EcoCentre's design and delivery of *citizen science* programs is a key means of connecting people to nature where they live, promoting community stewardship, and informed advocacy.

Port Phillip Baykeeper is a flagship EcoCentre program that connects everyday bay users, community groups and organisations to learn about and protect the bay and its catchments for today and future generations. We combine citizen science and practical action to inform decision makers, educate our communities and improve coasts, the bay and its catchments in measurable ways. The Port Phillip Baykeeper role acts as an independent voice for the bay.

Port Phillip EcoCentre acknowledges the First Peoples of the land and waters it operates on and acknowledges that these were never ceded. The EcoCentre is an equal opportunity employer, and is a child-safe environment with a Child Safe Policy.

## **Purpose and Functions of the Impact Team Leader**

The purpose of the role is to lead the *Shaping best practice under Victoria's new environmental laws* project, and coordinate the Impact Team including our flagship Port Phillip Baykeeper program and citizen science projects; with a particular focus on the upcoming period of Victorian legislative, policy and management plan updates.

The Impact Team Leader will:

- Work with the Executive Officer, Managers, Baykeeper, and Impact Team project managers to coordinate advocacy, external stakeholder relations, organisational responsibilities and project management;
- Lead the Impact Team, including the Port Phillip Baykeeper and Project Manager(s), in citizen science, advocacy, partnership-building, project management and fundraising;
- Deliver the *Shaping best practice under Victoria's new environmental laws* project, which funds this role.

While the role does relate to outdoor environments, it involves mainly desk-based work. A driver license is required for periodic stakeholder or activity site visits outside the local area.

The Impact Team Leader needs to be able to provide proof of full vaccination against COVID-19, in accordance with the government directives of the sector.

## **Key Responsibilities, Duties and Roles**

Advocacy:

- Remain abreast of the external legislation and policy environment (international, national, state and local government) in relation to water, climate, waste management, biodiversity, waterways and marine environments

- Oversee the development of EcoCentre, including Baykeeper, evidence based policy submissions, policy position statements, guidelines and high quality advice to governments.
- Work with the Executive Officer, Baykeeper and other relevant staff to craft or respond to media opportunities related to environmental issues.
- Contribute to selecting citizen science projects that inform and maximise strategic advocacy and evidence-based submissions.

#### External stakeholder relations and partnership-building:

- Identify and develop key opportunities for collaboration between community, government, research institutes, industry and other sectors
- Participate in inter-agency forums traditionally lacking community representation
- Develop a model and case for inclusion of community organisations in future government agency forums
- Represent the EcoCentre at various forums including environmental planning workshops, co-design forums or consultative panels
- Host knowledge-sharing forums including roundtable discussions to ensure knowledge is shared, disseminated and applied

#### Organisational responsibilities:

- Work as a member of the executive team, collaborating with the Executive Officer, Education Manager and Operations & Community Action Manager
- Manage the Impact Team staff including the Port Phillip Baykeeper and Project Manager(s), in citizen science, advocacy and partnership-building
- Secure funding for Impact Team programs and projects
- Coordinate and support delivery of the key performance indicators (KPIs) of the *Baykeeper Program Framework 2021-26* and contribute to the delivery of the KPIs and outcomes of the *EcoCentre Strategic Plan 2021-2024*
- Design and implement meaningful evaluation measures and monitor and evaluate delivery of programs and report on KPIs and outcomes
- Build recognition within government and other sectors of the value of community-based expertise, including a business case and new income streams
- Write grant applications, reports and communication to diverse audiences
- Track progress across all role functions, and regularly report to the Executive Officer on progress made, emerging opportunities, and barriers encountered.

#### Project Management:

- Deliver goals of the *Best practice under new Victorian environmental laws* project
- Track and evaluate uptake of practices in citizen science and environment management resulting from the *Best practice* project, and complementary projects
- Build recognition within government and other sectors of the value of community-based expertise, including a business case and new income streams

- With the Executive Officer, develop a proposal for the future Impact Team Leader role as a basis for post project transition.

## **Relationships and Accountabilities**

Reports to: Executive Officer

Supervises directly: Baykeeper, Project Managers and staff in Impact Team

## **Key relationships**

- EcoCentre staff, volunteers and Committee of Management
- Reporting and liaison with EcoCentre stakeholders, including funders, government agencies, research institutes, community groups and volunteers, non-governmental organisations, tourism and industry

## **Key Selection Criteria (Essential)**

1. Tertiary qualifications in law, social/public/environmental policy; or significant relevant experience.
2. Proven ability to lead and coordinate a strong team, and to manage projects effectively.
3. High level research and critical analysis skills, with proven ability to review policy and legislative frameworks, and develop policy positions, submissions to government, and related communications.
4. Strong understanding of political systems and processes, in particular relating to the environment, including knowledge of key Victorian government, business and non-governmental organisations in the space.
5. High level interpersonal skills, with proven success in developing effective, strategic and sensitive working relationships with government officials, community representatives, business, education institutions, constituents and coalitions.
6. Exceptional written and oral presentation skills, with demonstrated ability to compile quality project reports, impact evaluations and grant funding submissions.

## **Other relevant skills, knowledge and experience (Desirable)**

1. Experience in leading programs, campaigns and/or organisational practices with positive outcomes for environmental and social justice, equity, diversity and inclusion
2. Experience with community groups and organisations, particularly those with missions related to environmental or social issues
3. Current Victorian car driver license
4. Working with Children check and Current First Aid Level 2 certification