



Position Description – Environmental Project Manager (Citizen Science)

POSITION TITLE:	Environmental Project Manager (Citizen Science)
CLASSIFICATION LEVEL:	Level 5 of the Social, Community, Home Care and Disabilities Services Industry (SCHCADS) Award 2010
SALARY:	Approximately \$97,300 per annum (including First Aid loading), <i>pro rata</i>
TERM of APPOINTMENT:	Fixed term (1 year) from January 2025 to December 2025
TIME FRACTION and HOURS:	Part time (0.5 FTE), 2.5 days per week, with occasional after-hours and weekend work as part of ordinary work. Additional hours as business warrants and mutually agreed upon.
TYPE OF EMPLOYMENT:	Fixed term, part time

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 2000+ 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 informed and feel 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.

We operate from a lively community centre with a kitchen and garden, surrounded by botanic gardens, just two blocks from the beach. Volunteers, families, students and affiliate groups visit our facilities to join us in citizen science, gardening, cooking, learning, repairing broken goods, skill-building, research and more.

The EcoCentre is currently working with the City of Port Phillip and Victorian Government to redevelop the St Kilda Botanic Gardens site into a carbon neutral sustainable community hub, which will include Australia's first Citizen Science Lab. Our facility redevelopment and related program expansion is a key focus for planning and fundraising from 2022-2025.

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 committed to providing opportunities for people from backgrounds and identities which historically face systemic disadvantages in employment, as well as under-representation in environmental decision-making.

As an organisation with programs and facilities used by children, the EcoCentre is committed to ensuring children feel safe, empowered and are taken seriously if they raise concerns in relation to their safety and wellbeing. All staff must complete a child safety induction.

Purpose and Functions of the Project Manager

The purpose of the role is to develop and deliver evidence-based environmental programs and projects with a portfolio focus on citizen science, science communications, volunteer engagement, and cross-sectoral collaboration for environmental health outcomes. The Project Manager will write grant applications, develop partnerships and resources for environmental education, action and volunteering. They will also take the lead to deliver trainings, workshops and citizen science activities including on beaches, in parks and at partner locations around Greater Melbourne.

This role is on the Impact Team, using science, advocacy and partnerships to understand and act on a range of environmental issues. This role involves working closely with the Impact Team Leader and the Port Phillip Baykeeper. 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.

The 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. The Project Manager will apply their science and community engagement experience to collaborate with the Impact Team, Executive Officer and partners on imagining, designing, fundraising and programming for our future citizen science lab.

The role includes work in outdoor environments during all seasons, as well as desk-based work and some hands-on projects at our community hub. The work is a mix of independent tasks, teamwork and partner collaborations. Work is based at the EcoCentre offices, as well as delivering events and programs outdoors around Melbourne, and sometimes online. Options for working from home may be negotiated.

Key Responsibilities, Duties and Roles

- Research, develop and deliver environmental programs and participatory science projects.

- Each project includes community and stakeholder engagement; citizen science design, delivery, coordination, and storytelling; data collection and analysis; grant writing and budget management; financial tracking and acquittals; and report writing.
- Design and implement meaningful quantitative and qualitative evaluation measures to assess program outcomes and impacts.
- Deliver internal and external workshops, trainings and educational activities for a range of groups and cross-sectoral organisations.
- Induct, train and supervise project-specific volunteers.
- Provide expert advice for third party community consultations, workshops, think tanks, government bodies, technical advisory committees, etc.
- Deliver science communications, including via blog posts, scientific report writing, social media, webinars, public speaking, submissions and other communication channels.
- Contribute to the development, fundraising and programming for the new citizen science lab.
- Facilitate events, education and corporate volunteering activities when required.
- Provide expertise and research support to Impact Team Leader in developing environmental issues papers, position statements and policy submissions.

Relationships and Accountabilities

Reports to: Impact Team Leader

Supervises directly: Sessional Staff, volunteers, university interns

Key relationships

- EcoCentre staff, volunteers, and affiliate community groups
- Reporting and liaison with funding bodies including local and State government, philanthropic foundations, community organisations, and other potential funders and partners
- Scientific research and other specialist partner organisations

Key Selection Criteria

1. A tertiary qualification in science and 5+ years of experience in the physical or environmental sciences, community development, science communication or related areas.
2. Demonstrated excellence in project management including budgeting, planning, field delivery, risk management, reporting and evaluation.
3. High level research and critical analysis skills, with proven ability to review policy frameworks, scientific studies and other technical documents; and to distil complex concepts into formats tailored to various audiences.
4. Proven ability to initiate, develop and manage a range of community-based environmental projects and campaigns, including coordination of volunteers and citizen scientists.
5. Proven ability to foster effective, strategic cross-sectoral collaboration and partnerships.

6. Demonstrated ability to write impactful reports and successful grant / funding submissions.
7. Well-organised, with good time management and excellent command of appropriate computer software and technologies.

Other desirable skills, knowledge and relevant experience

1. Working with Children card or VIT registration.
2. Current First Aid certification and Driver License.
3. Commitment to First Nations' cultural knowledge as part of science and land management.
4. Experience with community environment groups and environment-related government agencies will be well-regarded.
5. Media experience including pitching and interviews.