

**Why we are here**

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

[www.wwf.org.au](http://www.wwf.org.au)

# Job Description

**WWF-Australia**

ABN 57 001 594 074

<b>Job Title</b>	Inclusion and Safeguarding Coordinator
<b>Department</b>	Regeneration
<b>Sub Department</b>	Evaluation and Science
<b>Job Matrix Group</b>	WWF Conservation
<b>Job Matrix Level</b>	6
<b>Reports to</b>	Inclusion, Equity & Safeguarding Lead
<b>Direct Reports</b>	Nil
<b>Location</b>	WWF-Australia Office/location negot.
<b>Other location/s</b>	Leave empty if not negotiable
<b>Job Type</b>	Full Time Maximum Term Contract
<b>Contract Period</b>	2 years
<b>Hours per week</b>	38
<b>Award Coverage</b>	Award Free
<b>Approval</b>	Head of People and Property
<b>Approval Date</b>	02/10/2025
<b>Organisational Context</b>	<p>For over 60 years, WWF has been a powerful voice for nature and communities. We are a values-driven and diverse global network of local organisations working in 100 countries. We work as a catalyst with communities, First Nations, governments, businesses, innovators, and philanthropists towards our global mission: to build a world where people live and prosper in harmony with nature.</p>
-	<p>WWF-Australia uses our expertise to conserve biodiversity, empower communities and halt climate change in Australia and the Asia-Pacific region. With the knowledge and traditions of First Peoples and local communities, together we can bring change on a global scale for climate, nature, and people. Join us and help Regenerate Nature by 2030.</p>



- WWF-Australia's strategy requires all staff to support the delivery of our objectives which aim to catalyse regeneration towards 2030 across the following strategic priorities: Regenerative Sky (Climate), Regenerative Country (Land) and Regenerative Saltwater (Oceans) - that deliver inclusive conservation outcomes. These three solution pathways are enabled by a focus on Mobilising Millions, a Regenerative Economy and ensuring a Future Fit Organisation.

**Department Context**

WWF-Australia supports and manages a number of sustainable development and inclusive conservation programs in Australia, Asia and the Pacific. WWF's approach recognises that conserving and managing natural resources is essential in the fight against poverty and that conservation of the earth's natural systems will only be successful in the long term if it addresses the development needs and aspirations of local communities.

**Job Purpose**

The Inclusion and Safeguarding Coordinator supports the advancement of WWF-Australia's commitments to inclusion, equity, safeguarding and diversity across the conservation portfolio of work, both domestically and internationally. The role provides technical support and capacity to staff and partners to ensure understanding, implementation and compliance of WWF policies and standards on inclusion, safeguarding and risk. The role supports WWF-Australia's participation, reporting, and project-level compliance with DFAT and ACFID policies and frameworks.

**Key Accountabilities**

- Champions WWF-Australia's strategic goals and commitments to Inclusive Conservation (IC), by supporting the mainstreaming of gender equity, disability and social inclusion (GEDSI) and safeguarding across domestic and international programs.
- Strengthens WWF Australia's ways of working to integrate approaches to achieve our inclusion, equity and safeguards standards.
- Collaborates with project managers, partners and monitoring and evaluation staff to track progress towards IC commitments and minimum standards, providing key insights and learnings for continuous improvement.
- Advances GEDSI and safeguarding (in particular, PSEAH and child safeguarding) by conducting assessments, strengthening processes, building the capacity of staff and partners, and influencing programmatic improvements.
- Provides technical expertise to staff and partners on thematic areas, including GEDSI, risk management and safeguarding, to ensure awareness of and compliance with relevant policies and frameworks.
- Designs and delivers training, workshops and coaching opportunities for internal staff and local partners.
- Assists WWF-Australia to meet compliance requirements of the Department of Foreign Affairs and Trade (DFAT) and the Australian Council for International Development (ACFID).
- Conducts project monitoring/field visits, and travels overseas as required.
- Engages in and contributes to WWF network/regional practitioner groups, sitting on working groups and COPs as required.

**Job Responsibilities**      **Level**

- As part of WWF's commitment to innovation, ethical practices, and continuous improvement, this role is expected to embrace and responsibly explore and apply AI technologies in line with WWF's values to maximise impact.
- Drives the strengthening of GEDSI and safeguarding practices implemented by staff and partners, at both organisational and project-levels.



- Provides technical advice and proactively builds the capacity of staff and partners, conducting risk assessments and addressing gaps as required.
- Contributes to strengthening strategic and/or operational planning, systems, processes, delivery and reporting.
- Supports policy review and development where related to inclusive conservation.
- Complies with legislation, standards, policies and practices, particularly Advocacy with Excellence, Information Security, health and safety, child safeguarding, security, sustainability, and equal employment opportunity.
- Aligns own work with WWF's mission, Guiding Principles, Brand and I-CCaRe Values – Integrity, Collaboration, Courage and Respect.
- Applies and adheres to the WWF Standards of Conservation Project and Program Management.

### **Relationships Communications**

**&** This position is based in the Evaluation and Science team that delivers cross-cutting support, including support for Inclusive Conservation, across projects and programs. Integrated working is WWF's preferred way of working, requiring positive and constructive relationships across the organisation.  
Key relationships include:

- WWF staff and partners, including local NGOs, government agencies, community groups and other NGOs in Australia and overseas.
- Key stakeholders in the WWF Network.
- The internal Inclusive Conservation Working Group (ICWG).

### **Job Challenges**

- The position requires the skills to build trust and work collaboratively to achieve engagement across diverse teams.
- Leading change processes to uphold WWF's commitments and standards, including delivering staff training in areas of expertise.
- Advocating for equitable outcomes, as well as always prioritising localisation and best interests of local partners and communities.
- The geographically dispersed nature of WWF and the diversity of its stakeholders require skills to effectively communicate complex issues and requirements cross-culturally. This requires a well-developed awareness of the differing needs and requirements of these groups when adapting communications.
- Managing multiple, complex tasks, often with tight deadlines, requiring considerable attention to detail and deep engagement with multiple stakeholders.
- Identifying a set of activities that deliver tangible outcomes to meet local partner aspirations and WWF-Australia goals.

### **Essential Criteria**

#### **Selection**

- Demonstrated technical expertise in the thematic focus areas - gender equity, disability inclusion and social inclusion (GEDSI), safeguarding (particularly child safeguarding and PSEAH), and risk management.
- Project management experience working on First Nations-led projects and/or people-centred community development programming, with an understanding of cross-cultural and linguistically diverse environments.
- Demonstrated ability to provide support in the mainstreaming and enhancement of inclusion, equity, safeguarding and risk management throughout the project cycle.



- Experience in the conduct of capacity building and training activities.
- Experience in advocating for cultural change, influencing adoption of new processes and policies, and encouraging ownership/buy-in from key stakeholders.
- Excellent interpersonal skills, including negotiation, collaboration, written and verbal communication skills.

**Desirable  
Criteria**

**Selection**

- Advanced technical expertise in the areas of gender equity, disability inclusion, and social inclusion (GEDSI).
- Practical experience applying GEDSI practices at the project-level.
- Knowledge or demonstrated experience in Monitoring, Evaluation and Learning (MEL).
- Experience managing or supporting DFAT ANCP-funded projects.

**Credentials**

- Tertiary degree in social sciences or environmental management or equivalent relevant experience.

**Does this role involve  
working with children or  
child related media?**

Yes

**Job Requirements**

- Employment screening checks (including Criminal Record Check, Working with Children Check etc).
- After hours work on infrequent occasions.
- Interstate/international travel infrequently and with advance notice.
- Remote field work which involves infrequent overnight stays in remote/rural regions.
- Ability to receive vaccines as required for international travel.

**How to Apply**

Please include the following two attachments: (1) A statement against the essential selection criteria, no more than 2 pages in length. (2) Your resume (CV).

**Working Rights**

Note that applicants require current unlimited working rights in Australia to be eligible for this role.